

THE
KING'S REGULATIONS
AND ORDERS

FOR
THE CANADIAN MILITIA

1917



OTTAWA
1917

HIS EXCELLENCY the Governor-in-Council has been pleased to approve the following revised "King's Regulations and Orders for the Canadian Militia," and to command that they be circulated and strictly observed on all occasions.

General and other Officers Commanding will be held responsible that these Regulations and Orders are strictly observed, and that any local instructions or regimental orders that may be issued are in accord with and directed by their spirit and intention.

Officers are expected to interpret them reasonably and intelligently, with due regard to the interests of the service, bearing in mind that no attempt has been made to provide for necessary and self-evident exceptions.

All previous orders on the subjects to which reference is made in these Regulations are hereby cancelled.

By Command,



Brigadier-General
Acting Adjutant General.

Ottawa, 1st December, 1917.

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DEFINITIONS.

- In these Regulations, unless the context otherwise requires:
1. "Minister" means the Minister of Militia and Defence.
 2. The term "G.O.C.," "D.C. Division," "District Officer Commanding," "Divisional Commander," "Brigade Commander," and "Commanding Officer," includes the officer in command during the absence of the officer specified.
 3. "Unit" means in the:—
 - Cavalry.—A regiment or independent squadron; a Royal School of Cavalry.
 - Horse Artillery. } A battery or ammunition column.
 - Field Artillery. }
 - Garrison Artillery.—A company in the Permanent Force; a regiment or independent company in the Active Militia.
 - Engineers.—A section, company, or field troop.
 - Infantry.—A Permanent Force Regimental Station; a regiment, battalion, or independent company.
 - Army Service Corps.—A company or, in the Permanent Force, a detached section.
 - Army Medical Corps.—A field ambulance or hospital; or, in the Permanent Force, a detached section.
 - Canadian Ordnance Corps.—A section or company.
 - Canadian Army Pay Corps.—A section or company.
 - Cadets.—A battalion or independent company.
 5. "Permanent Staff" means officers gazetted to and continuously employed upon the staff of the Militia, but not borne upon the cadres of units.
 6. "Permanent Force" means such permanently embodied units of the Active Militia as are enrolled for continuous service.
 7. "Rural Corps" means a Corps of the Active Militia which performs its annual training in camp.
 8. "City Corps" means a Corps of the Active Militia not a rural corps.
 9. "Company, &c.," means "squadron," "troop," "battery" or "company."
 10. "General Service" means any military service that may be required.

RE-ARRANGEMENT.

K. R. & O. (Canada), 1910, having been revised, its paragraphs have been re-numbered as indicated in the following table:—

EXPLANATIONS OF ABBREVIATIONS.

A.S.C.—Army Service Corps.	H.A.—Horse Artillery.
A.M.C.—Army Medical Corps.	I/c.—In charge.
Asst. P.M.G.—Assistant Paymaster-General.	Imp.—King's Regulations and Orders (Imperial), 1912.
C.A.M.C.—Canadian Army Medical Corps.	K. R. & O.—King's Regulations and Orders.
Can.—King's Regulations and Orders (Canada), 1910.	L.S.H.—Lord Strathcona Horse (Royal Canadians.)
C.A.P.C.—Canadian Army Pay Corps.	M.B.—Militia Book.
E.A.S.C.—Canadian Army Service Corps.	M.F.—Militia Form.
E.F.A.—Canadian Field Artillery.	N.C.O.—Non-commissioned Officer.
E.M.S.O.—Corps of Military Staff Clerks.	O.C.—Officer Commanding.
E.O.—Commanding Officer.	P.A.M.C.—Permanent Army Medical Corps.
E.O.C.—Canadian Ordnance Corps.	Para.—Paragraph.
E.P.A.S.C.—Canadian Permanent Army Service Corps.	P.M.O.—Principal Medical Officer.
E.R.C.E.—Commanding Royal Canadian Engineer.	P.O.O.—Principal Ordnance Officer.
D.C.M.—District Court Martial.	P.V.O.—Principal Veterinary Officer.
D.E.S.—Director of Engineer Services.	R.Q.A.—Royal Canadian Artillery.
D.G.M.S.—Director General of Medical Services.	R.C.D.—Royal Canadian Dragoons.
D.O.C.—District Officer Commanding.	R.C.E.—Royal Canadian Engineers.
D.R.A.—Dominion Rifle Association.	R.C.G.A.—Royal Canadian Garrison Artillery.
D. of S. & T.—Director of Supplies and Transport.	R.C.H.A.—Royal Canadian Horse Artillery.
F.A.—Field Artillery.	R.C.M.—Regimental Court Martial.
F.G.C.M.—Field General Court Martial.	R.C.R.—Royal Canadian Regiment.
G.C.M.—General Court Martial.	R.M.C.—Royal Military College of Canada.
G.O.C.—General Officer Commanding.	S.O.O.—Senior Ordnance Officer.
	S.O.S.—Staff Orderly Service.
	T.F.—Regulations for the Territorial Force.

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[Alterations to these Regulations and Orders will appear once per month in Militia General Orders. New Paragraphs are indicated by a black line in the margin. Should any errors be discovered, it is requested that they may at once be pointed out, in writing, to the Secretary of the Militia Council. All questions relating to Pay are dealt with in the Pay and Allowance Regulations.]

THE
KING'S REGULATIONS
AND ORDERS
FOR THE
CANADIAN MILITIA
1917.

SECTION I.—ORGANIZATION.

1.—COMPOSITION AND GOVERNMENT OF THE MILITIA.
General Principles.

1. The Militia Force is composed of Active and Reserve Militia. The Active consists of fighting troops and non-combatant services and departments. It includes a Permanent Staff and Permanent Force maintained for the instruction of the Militia and available for general service. The Reserve Militia is organized as shown in App. XIV.

Supplementary to the Militia as educational and training establishments are:—

G.O. 107—
1910.

- (a) The Royal Military College;
- (b) Officially authorized cadet corps;
- (c) Officially authorized rifle associations and clubs.

2. The Reserve Formations of the Active Militia, as distinguished from the Reserve Militia mentioned in para. 1, comprise:—

(a) Corps Reserves, which consist of reserve units of City and Rural Corps, and include:—

H.G. 7—
1—12.

- (i.) Qualified officers, not above the rank of major, who are permitted to withdraw from the training establishment of a City or Rural Corps and be carried on the reserve list of that Corps. Such officers are not to exceed in number those authorized for the training establishment of the Corps concerned.
- (ii.) Warrant Officers, non-commissioned officers and men of City and Rural Corps who have completed not less than three annual trainings, and who desire to transfer to, enlist or re-engage in, a Corps Reserve unit.

Can. 200.

- (b) The Reserve of Officers, for composition of which see paras. 261 to 265 inclusive.
3. The terms of service for the Militia are laid down in the Militia Act, Sec. 17. (See Appendix I.)
4. Establishments for peace and training of the Militia are issued annually with General Orders. These establishments are governed by the amounts voted by Parliament for military services.
5. The distribution of the Militia is shown in the quarterly Militia List.
6. The Command-in-Chief of the Militia is vested in the King, and is exercised and administered by His Majesty or the Governor-General as his representative.
7. The Minister is charged with and is responsible for the administration of Militia affairs, and, under the provisions of Sec. 7 of the Militia Act, a Militia Council is appointed to advise him upon all matters relating to the Militia which he may refer to them. (See para. 10 et seq.) Its composition, procedure and powers are as prescribed.
8. For the purpose of decentralization and command the Provinces of the Dominion of Canada are divided into Military Districts. The Commanding Officers of these are responsible to the Minister for the efficiency of the military forces within their commands.
9. The channels of communication throughout the Militia are shown in Appendix II.

3.—MILITIA HEADQUARTERS.

The Militia Council.

10. The Militia Council is composed of seven members, as follows:
- ✓ The Minister of Militia and Defence—Chairman.
 - (By Order-in-Council (P.C. 1720) the office of Parliamentary Secretary has been created for the period of the European War. The Parliamentary Secretary is ex-officio a member of the Militia Council and, in the absence of the Minister, acts as Chairman thereof, the Deputy Minister continuing to act as Vice-Chairman).
 - The Deputy Minister of the Department of Militia and Defence—Vice-Chairman.
 - The first military member—The Chief of the General Staff.
 - The second military member—The Adjutant-General.
 - The third military member—The Quartermaster-General.
 - The fourth military member—The Master-General of the Ordnance.
 - The finance member—The Accountant of the Department of Militia and Defence.
 - With a Secretary to be nominated by the Minister of Militia and Defence from among the clerical staff of the Department of Militia and Defence.

General Distribution of Duties.

11. The duties connected with the administration of the Militia are apportioned as follows:—

Duties at Headquarters of the Militia.

Deputy Minister.

- (a) The Deputy Minister, subject to the general departmental duties prescribed for him by statute, is charged with:—
- (1) Interior economy of the Militia Department.
 - (2) Administration of votes.
 - (3) Parliamentary business, including all proposals for legislation on military subjects.
 - (4) Formal communications to Departments of State, public offices, and the outside public.
 - (5) The administration of contracts, in consultation with the branches specially concerned.
 - (6) Custody of Militia lands not in military occupation, and purchase of lands for military purposes.
 - (7) Administration of the civil part of the Dominion Arsenal.
 - (8) Militia Department library and records.
 - (9) Control and distribution of the clerical and subordinate staff of temporary employees in inside and outside services.
 - (10) In the absence of the Minister, he will act for him in all matters of ordinary business.

G.O. 91—07.
Can. 9.

Chief of the General Staff.

- (b) The Chief of the General Staff, as first military member, is charged with:—
- (1) Advice on questions of general military policy.
 - (2) The organization of the military forces for active service.
 - (3) The military defence of the Dominion.
 - (4) Mobilization, except as regards administrative arrangements.
 - (5) The collection of intelligence.
 - (6) The training of the Military forces, and their employment when on active service.
 - (7) Musketry.
 - (8) Education of officers.
 - (9) The control of telegraph and signalling services.
 - (10) Selection and administration in the field, of manoeuvres and at camps of instruction of the general staff.
 - (11) Preparation, jointly with the Accountant and Paymaster-General, of estimates for the above services.

G.O. 1—1905.

E.Q. 650—12—2.

Adjutant-General

- (c) The Adjutant-General, as second military member, is charged with:—
- (1) Raising and peace organization of the military forces.
 - (2) Maintenance of the establishments in officers and men.
 - (3) Distribution of units to stations, and orders for the mobilization of units.

G.O. 1—1905.

- (4) Questions relating to the personal services of officers and men.
- (5) Appointment, promotion and retirement of officers.
- (6) Honours and rewards.
- (7) Promulgation of orders to the Militia.
- H.Q. 650— (8) Education of warrant officers, non-commissioned officers and men.
- 13—2. (9) Discipline and interior economy.
- (10) Ceremonial.
- (11) Administrative arrangements connected with military training and education, and with the Royal Military College.
- (12) Selection and administration of Adjutant-General's staff.
- (13) Preparation of the militia list.
- (14) Through the Director General of Medical Services, medical and sanitary questions; compensation for injuries to personnel; custody and issue of medical stores.
- G.O. 96— (15) Through the Chief Dental Officer, questions in connection with dental services, custody and issue of dental stores.
1915. (16) Preparation, jointly with the Accountant and Paymaster-General, of estimates for the above services.
- (17) Training, administration and organization of cadet corps and physical training in Public Schools.

Quartermaster-General.

- G.O. 1— (d) The Quartermaster-General, as third military member, is charged with:—
1905. (1) The organization, administration and technical training of all transport, remount, railway, supply, barrack, ordnance and veterinary services.
- (2) Settling the reserves of food, clothing, equipment, general stores and matériel to be held in depots, garrisons or mobilization stores, and the scales of such articles to be in possession of the troops.
- (3) The patterns of clothing, equipment and ordnance stores.
- (4) Holding and issuing all military stores.
- (5) Compensation for injuries to animals and matériel.
- (6) Selection of officers for employment in the above services.
- (7) Arrangements for postal services.
- (8) Advising and assisting the Deputy Minister, Militia and Defence, in making arrangements for contracts for the above services.
- (9) Preparation, jointly with the Accountant and Paymaster-General, of estimates for the above services.

Master-General of the Ordnance.

- G.O. 1— (e) The Master-General of the Ordnance, as fourth military member, is charged with:—
1905. (1) Armament, including lights and all accessories.
- (2) Sites, designs and armaments for permanent defences in concert with the Chief of the General Staff.

- (3) Settling scales of reserves of arms of all kinds, of ammunition, of vehicles and of technical equipment of artillery and engineer units.
- (4) Patterns, provision, and inspection of guns, small arms, ammunition, and artillery and engineer technical stores and of vehicles.
- (5) Technical committees on war matériel.
- (6) The administration, other than financial, of government military manufacturing establishments.
- (7) Patents and inventions.
- (8) The construction and maintenance of fortifications and artillery and rifle ranges.
- (9) The maintenance of barracks, hospital, store and other buildings and the custody of Militia Department lands in military charge, and the annual inspection of all other Militia Department lands.
- (10) The preparation of general plans for all military buildings.
- (11) The administration of the engineer staff employed on the above services.
- (12) Appointments to the technical inspection staff for engineer services and, in concert with the Quartermaster-General, for ordnance services.
- (13) Technical questions affecting artillery and engineer services generally.
- (14) Preparation, jointly with the Accountant and Paymaster-General, of estimates for the above services.
- (15) Advising the Deputy Minister in regard to contracts for guns, ammunition and military works.

Accountant and Paymaster-General.

- (f) The Accountant and Paymaster-General, as financial member, is charged with:—
- G.O. 31— 07. (1) Receipt and disbursement of Militia funds.
- (2) Preparation of accounts and financial statements for the Auditor-General, and financial adjustments with other Departments.
- (3) Audit of all Militia expenditure.
- (4) Advice on financial matters to the other branches of the Department.
- (5) Preparation, in concert with the other branches concerned, of the annual estimates for Militia services.
- (6) Watching the progress of Militia expenditure under the various appropriations and reviewing proposals for new expenditure.
- (7) Administration of the Militia Pay Department.
- (8) Matters relating to pay and allowances (in money) of the Militia, and decisions as to the proper rates under the regulations.
- (9) Financial review of contracts entered into by the Department.
- (10) Computation, in concert with the Pension Board, of pensions claimed under Militia Pension Act, and payment of pensioners.

- (11) Audit of Stores Account.
- (12) Preparation of special financial statements and returns of a statistical nature.

Inspection by Militia Council

Attendance
of principal
officers.

Jan. 10.

12. When any member or members of the Militia Council make an inspection, the visit, in the absence of directions to the contrary, will be official, and all principal officers will attend, unless their attendance has been dispensed with by the Council.

3.—INSPECTORS GENERALLY.

Inspector-
General.
Can. 11.

13. The Order-in-Council defining the duties of the Inspector-General, dated November 17th, 1904, lays down that he shall, under the orders and direction of the Minister of Militia and Defence in Council, inspect and report to the Minister of Militia and Defence in Council upon the training and efficiency of all troops under the control of the Government of Canada, on the suitability and efficiency of their armament and equipment, on the condition of fortifications and defences, and, generally on the readiness and fitness of the military forces of Canada for war.

(a) By the due performance of these duties it will be necessary that, subject to the instructions of the Minister, he shall:—

- (1) By means of inspections at the Annual Camps, at local Headquarters and at all stations of the Permanent Corps where Schools of Instruction for the Active Militia are held, ascertain whether the training, instructions, and preparation for war of the Canadian Military Forces are carried out in the various Military Districts in accordance with the instructions of the Minister, and whether uniformity of system obtains.
- (2) Acquaint himself as far as possible with the military efficiency and fitness for their duties of the senior officers of the Militia Force, including in this category Officers Commanding Districts and their senior staff officers, Commanding Officers of Units and their seconds in command.
- (3) By means of inspection, either personally or through the Inspectors of Cavalry, Artillery and Engineers, his assistants, keep the Minister informed as to the condition and military efficiency of the various arms of the Militia Force as regards personnel, armament and equipment, (peace, mobilization and reserve, whether in regimental or in ordnance charge), and also as to the condition of all fortresses and fixed defences and their armament throughout Canada.
- (4) Be at liberty to require the Inspectors of Cavalry, Artillery and Engineers, his assistants, either to

accompany him upon the occasions of his carrying out technical inspections of troops of the arms of the service to which they respectively belong, or to carry out such inspections separately under his orders.

- (5) Submit to the Minister his views on any points which come under his notice during inspection, and which appear to him to require consideration.
- (6) Submit an annual report to the Minister embodying the result of his inspections upon the lines above laid down.

(b) He will exercise his functions with due regard to the system of inspection laid down for the Militia Force as a whole, bearing in mind that the object of an inspection is to ascertain the results achieved by the officer responsible for the efficiency of the unit or body of troops concerned. His inspection of units and his reports thereon will supplement, not replace, those of the Officer Commanding the District as the officer immediately responsible for the efficiency of the troops within his command.

(c) He will bear in mind that a multiplication of inspections is undesirable and tends to shorten the time available for training. He will, therefore, arrange his own inspections and those of his assistants, in such manner as to interfere as little as possible with the training of the troops inspected. He will avoid purely formal or ceremonial inspections, and will bear in mind the desirability of combining, as far as possible, inspection with instruction.

(d) He will, as far as possible, inspect the units of the Permanent Force as well during the periods allotted to Courses of Instruction for the Active Militia as during the summer training, in order to ascertain both their own knowledge and efficiency and the manner in which they impart that knowledge.

(e) To facilitate the general system of inspection, Officers Commanding Districts will submit to Militia Headquarters, by the 15th of January in each year, a statement showing:—

- (1) The proposed dates for commencing and concluding the annual training of each City Corps under their command.
- (2) The programme of training proposed for each City Corps, showing the stages intended to be reached at given dates.
- (3) The programme for the annual training of the Permanent Corps units under their command, including the dates proposed for musketry and gun practice.
- (4) The dates and places proposed for annual training of Rural Corps.

(f) The direction of any important manoeuvres, or Staff Tours, may, under special circumstances, be entrusted by the Militia Council to the Inspector-General.

(g) The Inspector-General is authorized to make such visits of inspection, either personally or by deputy, as he may think necessary at any time. He will not, however, undertake journeys of inspection to distant parts of the country (such as the Military Districts of Manitoba, Saskatchewan, Alberta

and British Columbia) without the previous concurrence of the Minister.

(1) In order to meet the difficulties consequent upon the large area of the Dominion, the number of units to be inspected and the limitations imposed by the seasons, the Inspector-General will be assisted, where necessary, by selected senior officers under the direction of the Militia Council.

14. To assist the Inspector-General in carrying out his duties in regard to the technical inspection of the various branches of the service, the following inspectors are appointed:—

G.O. 54—
1918.

Inspector of Cavalry.
Inspector of Artillery (Horse, Field and Heavy).
Inspector of Artillery (Coast Defence).
Inspector of Engineers.

Inspectors of Artillery will arrange their itineraries and submit them for approval to the Inspector-General.

Duties of Inspectors of Cavalry, Artillery and Engineers.

15. Inspector Inspectors of Cavalry, Artillery and Engineers will inspect under the orders of the Inspector-General, transmitting their reports through the Secretary of the Militia Council. Such inspections will be conducted on the same principles as those laid down for the Inspector-General, with this difference, that, while the latter examines into the efficiency of the various units for service from the point of view of their value to a General commanding an army in the field, an Inspector inquires into the technical efficiency of each unit from the point of view of an expert in the technical working of that branch of the service. Further, an Inspector will be required to go into greater detail than will the Inspector-General.

16. An Inspector will record his opinion upon the technical efficiency of the Officers, Warrant and N.C.Os. and men of a unit, the class of recruits, the handling of the troops, the standard and system of training (satisfying himself that the instructions in the training manuals are adhered to), upon the horses and the quality of the remounts, upon the condition of the armament and arms, the suitability, condition and completeness of equipment, especially technical equipment, the condition and suitability of clothing, the regimental books and system of bookkeeping, the mobilization arrangements, and generally all that affects the readiness of the force for war. He will report upon any matter into which the Inspector-General instructs him to inquire. He will take note of and encourage suggestions for the improvement of training or promotion of efficiency, bringing to the notice of the Inspector-General any that he may consider worthy of attention.

17. The Inspector of Cavalry will further report upon musketry and signalling, the riding of officers and men, the condition and suitability of saddlery and harness, the horsemanship and system of stable management, and such matters of interior economy as are peculiar to the mounted services.

18. The officer who inspects horse and field (including heavy horse and field) artillery will also report upon ammunition columns and artillery practice camp, and particularly upon the conduct and results of the annual gun practice. When inspecting horse artillery, he will satisfy himself as to its capacity for acting with cavalry. He will report whether the harness, saddlery, equipment and ammunition are complete and in good order, whether important alterations to matériel have been carried out, whether artificers are properly trained and efficient, and whether the equipment is uniform throughout. He will report upon the riding of officers and men, their horsemanship and the system of stable management, and those matters of interior economy in which the artillery as a mounted corps differs from the infantry.

His reports on units will embrace efficiency in ranging, gunlaying, fire-setting, observation of fire, and signalling, including telephony.

19. The officer who inspects garrison artillery will inspect all garrison artillery units in their special duties. He will test their knowledge of artillery tactics, gunnery, signalling, electricity, use of the telephone, mechanism, etc., possessed by officers and N.C.Os., their acquaintance with the part assigned to them in the local defence scheme, and their ability to instruct their subordinates. He will direct special attention to the accurate and rapid handling of guns and ammunition. The results of the annual practice in each unit will be sent to him.

He will report on the supply of armaments, the efficient working of guns, mountings and matériel,—including movable armament and position finding and other instruments—and the proper distribution and delegation of artillery control.

He will also inquire into the procedure for regulating the maritime traffic at defended ports in time of war, and will see the regulations practised by day and night at his inspections; and, in communication with the Inspector of Engineers, or, in his absence, with the C.R.C.E. concerned, he will satisfy himself as to the efficient working of defence electric lights.

20. The Inspector of Engineers will inspect all engineer units in regard to their technical efficiency, and to the points mentioned in M.F.—B. 281, "Inspection Reports"; and, in communication with the Inspector of Garrison Artillery, will satisfy himself as to the efficiency of coast defence works and electric lighting. He will test the acquaintance of officers, warrant officers and N.C.Os. with the part assigned to them in the local defence scheme and their ability to instruct their subordinates. He will report as to the condition and suitability of all Engineer warlike matériel.

He will report upon the class of man in the ranks of Engineer units, especially as regards physique, education and trade qualifications, and whether the proper proportion of the various trades is being maintained, and, for permanent units, whether the training of young officers, recruits and special classes of N.C.Os. and men is satisfactory, and the tests for trade qualifications uniform and sufficient.

Inspectors of Administrative Services.

Inspector,
A. S. O.
Can. 20.

21. The Inspector of the Army Service Corps will inspect the several units of the corps with a view to informing the Quartermaster-General as to their technical efficiency, and to ensuring uniformity in their training, organization, equipment, and transport arrangements.

He will inspect the various supply, transport and barrack establishments existing at stations, including the civil employees of the Canadian Permanent Army Service Corps.

Where supply depots are established, he will report upon the quality of supplies produced and the efficiency with which the duties connected therewith are performed.

When inspecting transport, he will ascertain whether full value is obtained from existing establishments (animal, mechanical and water), and that unnecessary hiring is avoided.

As regards barrack services, he will ascertain whether these are efficiently and economically conducted.

He will report upon any courses of instruction held by the Permanent Army Service Corps.

He will report to the Quartermaster-General.

G.O. 100—
1911.

Inspector,
Medical
Services.
Can. 21.

22. The Inspector of Medical Services will inspect all units of the Army Medical Corps and will report whether all ranks are thoroughly acquainted with their duties.

He will report on:—

- (a) The physical and sanitary efficiency of the forces, and on any precautionary or remedial measures relating to barracks, encampments, garrisons, stations, hospitals, diet, dress, drills, duties, &c., which may, in his opinion, conduce to the health and comfort of the troops, and the prevention or mitigation of disease.
- (b) The medical examination of men on enlistment, physical training of recruits (Permanent Corps only), and whether the gymnastic courses, drills or duties subject the men to undue strain.
- (c) The methods of medical administration in Military Districts, with a view to establishing a uniform system throughout the Force.
- (d) On the adequacy of the sanitary instruction afforded to the Militia Force, and also on courses of instruction conducted by the Permanent Army Medical Corps.

He will inspect all military hospitals, whether in barracks or in camps.

He will report to the Adjutant-General.

G.O. 100—
1911.

Inspector of
Ordnance
Services.
Can. 22.

23. The Inspector of Ordnance Services will inspect all units of the Canadian Ordnance Corps, and will inquire into and report upon the methods by which the various duties of the Corps are carried out; the knowledge of the officers and personnel as regards the detail of their work; the condition of all ordnance buildings and of the stores therein.

He will inspect ordnance stores and mobilization equipment in charge of the Ordnance Corps and will report, when neces-

sary, upon the peace equipment of units. He will also inspect the civil establishments of the Ordnance Corps.

He will report to the Quartermaster-General.

G.O. 100—
1911.

24. In addition to the inspection of the Departmental Corps by the Inspectors duly appointed for that purpose, the Inspector-General will make inspections of such Corps when-
ever he considers it advisable.

G.O. 100—
1911.

4.—JUDGE ADVOCATE GENERAL.

25. The duties of the Judge-Advocate-General are:—

G.O. 139—
1912.

(1) To review the proceedings of General and District Courts-Martial, and, where irregularities appear therein, to report on the same for the information of the Minister in Militia Council.

(2) To keep a record of the proceedings of General and District Courts-Martial and of their final dispositions.

(3) To advise convening and confirming officers on all questions relating to military law, courts-martial and the rules of procedure, when the advice is sought through the proper channel.

(4) To perform such services as may be assigned to him in connection with the revision of the Militia Law and the Regulations.

(5) To advise the Department on questions of a purely legal nature when required to do so.

5.—COMMAND.

Higher Commanders and Exercise of Powers of Command.

26. The Minister, being charged essentially with the administration of the Militia force, decides what is to be done in all questions affecting the Militia, and issues his instructions accordingly, but the actual command and the issuing of orders for carrying out these instructions are the duties of the executive commanders in the Military Districts throughout the country.

Administra-
tion.
Can. 24.

27. The higher commanders of the Militia are the Officers Commanding Military Districts, one of whom is appointed to command and administer such units as are quartered in his District.

Can. 23.

28. The Military Districts into which Canada is divided, as per para. 8, are as follows:—

G.O. 18—
1918.

The Counties of Essex, Kent, Lambton, Elgin, Middlesex, Oxford, Waterloo, Wellington, Perth, Huron and Bruce are formed into Military District No. 1, with Headquarters at London, Ontario.

No. 1.

The Counties of Lincoln, Wolland, Haldimand, Norfolk, Brant, Wentworth, Halton, Peel, York, Ontario, Grey, Dufferin, Simcoe: the Districts of Muskoka, Parry Sound, Algoma and Nipissing, north of the Mattawa and French Rivers (including the Townships of Ferris and Bonfield) are formed into Military District No. 2, with Headquarters at Toronto, Ontario.

Military
District
No. 2.

Military
District
No. 3.

The Counties of Durham, Northumberland, Victoria, Peterborough, Hastings, Prince Edward, Lennox, Addington, Frontenac, Haliburton, Carleton, Dundas, Glengarry, Renfrew, Russell, Stormont, Grenville, Lanark, Leeds, Prescott, the District of Nipissing south of Mattawa River (exclusive of Townships of Ferris and Benfield), in the Province of Ontario, and the Counties of Wright, Labelle and Pontiac, in the Province of Quebec, are formed into Military District No. 3, with Headquarters at Kingston, Ontario.

Military
District
No. 4.

The Counties of Jacques Cartier, Hochelaga, Laval, Vaudeuil, Soulanges, Napierville, Beauharnois, Chateauguay, Huntingdon, Laprairie, Argenteuil, Terrebonne, Two Mountains, Montcalm, L'Assomption, Joliette, Berthier, Maskinonge, St. Maurice, Three Rivers, St. John's, Iberville, Mississquoi, Brome, Shefford, Rouville, Chambly, Vercheres, St. Hyacinthe, Bagot, Drummond, Richelieu, Yamaska, Nicolet, Arthabaska, Sherbrooke and Stanstead are formed into Military District No. 4, with Headquarters at Montreal, Quebec.

Military
District
No. 5.

The Counties of Wolfe, Richmond, Compton, Beauce, Bellechasse, Bonaventure, Dorchester, Gaspé, Kamouraska, Lévis, L'Islet, Champlain, Charlevoix, Chicoutimi, Montmorency, Quebec, Portneuf, Saguenay, Lotbinière, Montmagny, Mégantic, Rimouski and Temiscouata are formed into Military District No. 5, with Headquarters at Quebec City, Quebec.

Military
District
No. 6.

The Provinces of Nova Scotia, New Brunswick* and Prince Edward Island are formed into Military District No. 6, with Headquarters at Halifax, Nova Scotia.

Military
District
No. 10.

The Province of Manitoba and the Territory of Keewatin and the Districts of Thunler Bay and Rainy River, in the Province of Ontario are formed into Military District No. 10, with Headquarters at Winnipeg, Manitoba.

Military
District
No. 11.

The Province of British Columbia is formed into Military District No. 11, with Headquarters at Victoria, British Columbia.

Military
District
No. 12.

The Province of Saskatchewan is formed into Military District No. 12, with Headquarters at Regina, Saskatchewan.

Military
District
No. 13.

The Province of Alberta and the Territory of Mackenzie are formed into Military District No. 13, with Headquarters at Calgary, Alberta.

Command of Station.

Can. 28 A.

29. The senior combatant officer at a station will, in all cases, be held responsible for the maintenance of discipline and order at the station, and to that extent will be the commander of all troops stationed there.

He will, further, command any troops at the station the command of which is not specifically otherwise allotted.

He is not responsible for, and is to avoid interfering with, administrative arrangements which are controlled by the officer i/c administration.

Imp. 86.

In the event of orders being issued to the troops, or administrative arrangements being made which, in his opinion, are not suitable to the requirements of the station, he will represent his views to the officers concerned.

*While the war lasts and until demobilisation has been completed the Province of New Brunswick has been constituted a separate and independent command to be known as Military District No. 7. (H.Q. 77-17-1).

If, in his opinion, immediate action is required, he will deal with the matter on his own responsibility, reporting to superior authority the reasons for his intervention and the nature of the orders issued by him.

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SECTION II—DUTIES OF COMMANDERS, IN- SPECTIONS AND CONFIDENTIAL REPORTS.

1.—DUTIES OF COMMANDERS.

Parole. 36. The Governor-General, as the King's representative, will give the "word" (parole) in all places within the Government.

Officers Commanding Military Districts.

Responsi- 37. Subject to the regulations and to the instructions issued
bilty. from time to time from Militia Headquarters, a District Officer
Can. 20 Commanding will exercise military command over all troops
s 42. within his District; within that area he is the representative
G.O. 18— of the Minister of Militia and Defence and he is charged with
1916. and responsible for:—

Convening
Courts-
Martial.

(a) The administration of discipline within his command. He is hereby empowered to convene district courts martial for the purpose of trying any man of the Militia who is within his district and who is subject to military law and to the Militia Act, the Army Act and the regulations made under the authority of those Acts, and who is charged with any offence under either of said Acts, and he is hereby empowered to confirm the findings of such Courts, and to approve, confirm, mitigate or remit the sentences of such courts, and to cause such sentences to be put into execution according to the provisions of the Militia Act, the Army Act, and the regulations made under the authority of those Acts; and, further, he is empowered to appoint Judge-Advocates and such Judge-Advocates shall have authority to exercise the powers and perform the duties set out in No. 103 of the Rules of Procedure made under the authority of Section 70 (1) of the Army Act, and to exercise generally the functions which by said rules are allotted to a Judge-Advocate in relation to a court martial convened under the authority of the Army Act.

The officer duly appointed in Militia Orders to administer a District during the absence of the District Officer Commanding, is hereby given the same powers as a District Officer Commanding has to convene District Courts Martial, to appoint Judge-Advocates, to confirm the findings of such courts, and to approve, confirm, mitigate and remit their sentences, and to cause such sentences to be put into execution.

(b) The efficiency and interior economy of the troops.

(c) The military training of the officers and soldiers under his command.

(d) The arrangements for mobilization and the maintenance of mobilization equipment.

(e) Maintenance of the armament, works and buildings.

(f) Economical control of all expenditure whether: money, supplies or stores.

(g) The proper conduct of all departmental services.

(h) Compilation of the necessary estimates for all services.

(i) Recruiting and discharges.

(k) The inspection of, and report on, all units of the Permanent Force and Active Militia within his command.

(l) Orders regulating admission to the defence works and buildings, as laid down in Appendix III, being strictly enforced, and

(m) That all ranks in his command are acquainted with their duties on mobilization and in connection with the local defence scheme, and that those concerned have such access to the scheme as is necessary for the proper performance of these duties. Imp. 52.

38. He will further be responsible:—

(a) That the money voted by Parliament is not expended without due authority under the rules laid down by Parliament. Can. 31.

(b) That the sums allocated to him under the various votes are not knowingly exceeded.

39. The local heads of services and departments are entirely under his orders for all purposes, subject only to the control of Services, on purely regimental questions which may be vested in officers administering the corps concerned. Local heads &c. Can. 32.

40. The powers entrusted to this officer are limited to the following subjects, with which he is charged:— Limit of powers. Can. 33.

(a) Discipline.—See Para. 37.

(b) Service.—All matters affecting the enlistment, enrolment, reckoning of service and discharge of men of the Permanent Force and Active Militia, except discharge for unfitness for the duties of an instructional corps.

(c) Training.—The drill and training of all corps of the Permanent Force, Active Militia and Cadet Corps.

(d) Instruction.—The control of all schools of instruction within his command, as regards the detail of officers for courses, the instruction and accommodation of officers and men of the Active Militia attached, and the interior economy of the schools, including messes and canteens.

(e) Inspection.—The inspection of barracks, drill halls and other Government buildings, of arms, ammunition, equipment, clothing and stores of all descriptions in charge of units of the Permanent Force and Active Militia, except technical artillery, engineer and medical stores.

(f) Equipment.—The issue and return to store of arms, ammunition, equipment and stores required by units within his District within the scales laid down in the King's Regulations and Orders for the Militia and the Equipment Regulations for the Militia. 3.0. 18— 1916.

(g) Leave.—The grant of leave or furlough within Canada to officers and soldiers of the Permanent Force and Active Militia, for periods not exceeding one month per annum.

(h) Returns.—The collection of all returns, states, &c., necessary for the administration of units of the Permanent Force and Active Militia within his command, and the collection of such returns, &c. as are required by Militia Headquarters.

41. An Officer Commanding a District will be responsible for notifying to Militia Headquarters the death of any officer, whether on a Reserve or other list within his command. O.C. units will similarly report to Officers Commanding Districts. The death of a Commanding Officer will be reported by the next in command. Can. 34.

Short Annual Report.
Can. 35.

42. The Officer Commanding a District will furnish annually, in time to reach Militia Headquarters by the 1st February, a short general report upon the state of his command and the troops under his orders, bringing to notice in an appendix any shortcomings therein, and making suggestions for rectifying the same and for generally increasing the efficiency of the troops. (See equipment Regulations, 1908, Part I, Para. 76.)

Held Service.
Can. 36.

43. Officers Commanding Districts are responsible for obtaining all possible information concerning the military resources of their commands as well as their military features. Under circumstances when active service appears imminent, they are further responsible for the proper disposition of the troops, whether for offensive or defensive operations.

Leave of Absence.
Can. 37.

44. An Officer Commanding a District will not under any circumstances quit the area of his command without permission, and, in applying for leave of absence, he will specify the officer on whom his command will devolve.

Trespass and intercourse with Civil Authorities.
Can. 38.

45. He will prevent trespass upon private property by troops in his command, and will maintain friendly intercourse with magistrates and other functionaries.

Report of Rots, &c.
Can. 39.

46. He will immediately report all cases in which the troops have been engaged in riots or disturbances, either among themselves, or when civilians have been concerned, and will further report the result of his inquiries into the circumstances.

Official Secrets.
Can. 40.

47. He is responsible that all persons employed under him are made acquainted with the provisions of the Criminal Code of Canada regarding official secrets, and a record that this has been done will be kept in every staff, regimental, and departmental office. (See Appendix IV.)

Revision of defence schemes.
Can. 41.

48. He will revise annually the schemes for the defence of fortresses or defended ports in his command, and will render to Militia Headquarters on the 1st of February copies of such revised schemes.

Scope of revision.
Can. 41(a).

49. As schemes of defence should deal only with the men and matériel actually available, or that can be made available on emergency, the annual revision should represent the plan on which the officer would defend the place with the existing resources.

Officer Commanding Royal Canadian Garrison Artillery.

49A. The O.C.R.C.G.A. commands the R.C.G.A. allotted to the coast defences; he is responsible for the care and preservation of the guns, ammunition, and artillery matériel in charge of the R.C.G.A. under his orders.

Duties of Commanding Officers of Units.

Responsibility of Commanding Officer.
Can. 44.

50. A Commanding Officer is responsible, under his commission, to THE KING for the maintenance of discipline, efficiency and proper system in the unit under his command. He should possess a thorough practical knowledge of Military

Law and of all rules and military regulations, and should exact from officers and men implicit obedience to Regulations. He is not only to enforce by command, but to encourage by example, the energetic discharge of duty.

51. He will, by advice and by timely intervention, endeavour to promote a good understanding and to prevent disputes. He is to discontinue any disposition in his officers to gambling, drinking or extravagance. He is also to check any tendency to what are termed practical jokes, and, whenever any serious cause requiring his intervention arises, he is practical to record the manner in which it was disposed of, and submit jokes. He same at the next inspection of his command.

52. Commanding Officers are to give their special countenance and protection to those officers who may, from motives of economy, be unwilling to join in any proposed expense.

53. Commanding Officers are to pay particular attention to the preservation of the health of the troops. The responsibility for efficient supervision and for the remedy of sanitary defects rests upon Commanding Officers and, through them, upon subordinate commanders. Medical officers are charged with advising all Officers Commanding on these subjects, and the latter will incur grave responsibility if such advice is neglected without adequate reason.

54. Commanding Officers will supervise and control all duties performed by those under their command, and will be held accountable for public equipment and stores, of whatever description in their charge.

55. Commanding Officers are responsible for the correct receipt and issue of all supplies, and for daily issues being inspected and weighed in the presence of an officer, to ensure men and horses receiving the quality and weight to which they are entitled.

56. Whenever armed parties are called out for the performance of any unusual duties, Commanding Officers are personally to ascertain that the officers in charge are fully acquainted with all orders and directions that bear on the service they may be called upon to perform.

57. Commanding Officers are to cause every order and circular issued for general information and guidance either to be republished in regimental orders or otherwise circulated throughout their corps, and they are to afford all officers under their command every facility for becoming acquainted with changes in the regulations and orders. Ignorance of published orders cannot be admitted as an excuse for their non-observance. Orders relating to soldiers' pay and accounts, or to any matter requiring special explanation, will be read and explained to them immediately after such orders are received; and those of a more important nature will be read to them on three successive parades. Every circumstance which, in any way, affects a man's pay or service is to be published in regimental orders, Part II., immediately after its occurrence. See para. 1572.

58. Commanding Officers are responsible for the proper application of all regimental funds, and will supervise and control the committees formed for their management.

Audit Board.
Imp. 104.

59. As soon as the accounts for the month are ready, the C.O. of each permanent unit will assemble an audit board, consisting of the three next senior officers present.

The accounts of the officers' mess, wine and billiard funds, band, sergeants' mess, regimental institute, workshops, and all charitable and other funds will be laid before it. The board will examine all vouchers, and will satisfy themselves that liabilities are not omitted from the balance sheet, that assets are not overestimated and that the cash credits are actually available.

The balance of the funds will be entered in the proceedings, and the board will record thereon that these instructions have been carried out. The proceedings will be laid before the C.O. for approval, and placed before the Officer Commanding the District at his annual inspection.

Officers in temporary command.
Cin. 58.

60. Officers in temporary command of units will not issue any standing orders, nor alter those which are at the time in force, nor authorize the application of regimental funds to any purpose other than the ordinary current expenditure, without reference to the permanent commanding officer. On the other hand, an officer while absent from, and not in the exercise of, his command cannot issue regimental or other orders relating to such command.

O.C. to train his officers.
Cin. 54.

61. A Commanding Officer is responsible that his officers are thoroughly instructed in all professional duties and prepared for examination for promotion.

Practical instructions by C.O. in the field.
Cin. 55.

62. Commanding Officers will often direct field officers and captains to take command of parade, and to exercise the unit. They will encourage subaltern officers to qualify for the duties of adjutant, both in the field and in the orderly room, and will afford them every facility for so doing.

Efficiency and conduct of officers to be reported.
Cin. 56.

63. It is the duty of a Commanding Officer to bring especially to the notice of the inspecting officer any officers who may be distinguished for proficiency in their duties. He will also bring to notice those who, from incapacity or apathy, are deficient in a knowledge of their duties, or do not afford him that support which he has a right to expect, or who conduct themselves in a manner injurious to the efficiency or credit of the corps.

Company, &c., rolls.
Cin. 57.

64. Commanding Officers are responsible that the service and company, &c., rolls are properly made out and corrected from time to time.

Chain of responsibility.
Cin. 58.

65. Nothing more essentially tends to the maintenance of regularity and good order than a definite system or chain of responsibility which should extend from the highest to the lowest grade.

2.—DUTIES OF REGIMENTAL OFFICERS OTHER THAN COMMANDING OFFICERS.

Field Officers and Captains.

Senior officers to supervise and assist juniors.
Cin. 59.

66. Field Officers should make themselves thoroughly acquainted with the professional abilities and acquisitions of all officers placed under their supervision, and Officers Com-

manding Companies, &c., should acquire similar knowledge with regard to their subalterns.

67. It is the duty of regimental field officers to assist and support their Commanding Officer to the utmost of their ability C.O. in all matters relating to the efficiency and interior economy of their corps; and, in the absence of the Commanding Officer, the senior regimental officer will act for him. Can. 60.

68. It is the duty of the Officer Commanding a Company, &c., in Rural Corps, and in such City Corps as do not keep their service rolls regimentally, to make and keep at all times a correct service roll thereof, in such forms as His Majesty directs. It is also the duty of all such officers to keep correct nominal rolls, posted up to date, of their companies, &c., in which will be recorded all drills performed and all other necessary information concerning the men under their command. Can. 61.

69. It is the duty of every Officer Commanding a Company, &c., to endeavour to keep it at full strength by the enrolment, from time to time, of men to fill vacancies therein. Can. 62.

70. Every Officer Commanding a Company, &c., whether temporarily or otherwise, is charged with the equipment, ammunition, clothing and public stores appertaining thereto, and is accountable for them. He is responsible for the men's messes and necessaries being properly provided. He will pay attention to the cleanliness of the men and to that of their clothing, arms, accoutrements, barracks or quarters. He is bound to take charge of, and is responsible for, all money received on account of his company, &c. He will take special care that such money is expended in strict conformity with regulations, and with a due regard to the interests of his men. Care of public money. A N.C.O. is not to be subjected to the risk of loss by having public money placed in his hands. Can. 63.

71. Kit inspection will be held at such times as a company, &c., commander may consider necessary. Kit inspection. Can. 64.

72. The formal inspection of barracks, stables, &c., will, as a rule, be performed on Sunday. Inspections, &c., on Sundays. Can. 65.

73. Before going into camp, O.C. Companies, &c., should make sure that each man is in good health, has had his hair cut, has provided himself with a change of shirt and socks, towel, comb, soap, a boot brush and boot laces, and that his boots are sound and fit him easily. Can. 66.

74. When Rural Corps are not assembled for training, an officer commanding a company, &c., may, of his own authority, assemble his men to attend the funeral of any officer or man belonging to the unit, or for drill or target practice, provided that no expense to the public is thereby incurred. Can. 67.

75. Every officer who has been two years in a Permanent Corps, or five years in the Active Militia, is expected to be capable of commanding and exercising a company, &c., in every situation and to be perfectly acquainted with its interior management, economy and discipline, and, if he has been two years in command of a company, to be competent in every respect to undertake the duties of a field officer. All subaltern officers will be periodically trained and instructed in the routine of the orderly room and quartermaster's office. Subalterns of mounted branches should also undergo a practical proficiency of officers. Can. 68.

Permanent
Corps.

tical course of instruction in the farrier's shop. In the Permanent Force all subalterns will undergo a practical course of instruction in the armourer's shop, and those who have not passed the examination for the rank of captain are to attend the monthly settlement of soldier's accounts and make themselves acquainted with the system of keeping them. Every officer, before he is dismissed drill, will, in addition to the above, be required to have a thorough knowledge of and be capable of giving instruction in physical training, and will be required (i) in the cavalry, to go through a regimental course of signalling, including the flag and semaphore; to ride in the ranks; to strip and put together a saddle; to saddle, bit, and turn out correctly in marching order a horse; to put together the harness of, and to harness a horse in, the squadron cart; (ii) in the artillery in addition to (i), to drive in the centre, lead and wheel; (iii) in the infantry, to go through a regimental course of musketry, signalling and machine gun.

Adjutants.

Can. 69.

76. The adjutant is an officer appointed to act as the commanding officer's staff officer in the execution of the latter's duties in training and administering the regiment. He should be of superior intelligence and strength of character, energetic, capable of hard work and a good horseman.

His duties are:—

(a) To draft, for the C.O.'s approval and promulgate regimental orders.

(b) To take charge of all books and documents in the orderly room, to be responsible that they are properly kept in accordance with these regulations, and that unauthorized persons have not access to them.

(c) To supervise every detail in connection with the daily regimental routine and administrative business.

(d) To exercise general supervision over the manner in which all non-commissioned officers perform their duties, and special supervision over the orderly room clerks, drummers and buglers, who come under his immediate command when in camp.

(e) To inspect all guards, parties and detachments detailed from the regiment before handing them over to the officer or N.C.O. in command, seeing that they are correctly turned out and giving in all cases the C.O.'s instructions as to the duty to be performed.

(f) To supervise the regimental duty rosters.

(g) To examine and check all returns &c., before submitting them for the information, or signature, of the C.O.

(h) To see that all books of reference kept in the orderly room are corrected to date in accordance with changes notified in General, Militia and other Orders.

(i) To inspect the non-commissioned officers, band and drums (or buglers) at the C.O.'s daily parade.

Subaltern Officers.

Subalterns.
Can. 70.

77. The subaltern officers to whose supervision the troops, half-companies &c., are respectively entrusted, are responsible

to the company, &c., commanders. Subaltern officers on joining are to provide themselves with nominal rolls of their troops, half-companies, &c., and are, as soon as possible, to make themselves acquainted with the disposition, character, age, and service of each of their men.

Officers in Medical Charge of Units.

78. A medical officer in charge of a unit is responsible to the Commanding Officer for everything relating to the medical service of the unit, for the inspection of recruits, and for sanitation.

Jan. 71.

Paymasters.

79. The duties of officers of the Canadian Army Pay Corps are laid down in "Financial Instructions."

Jan. 72.

Officers appointed to City and Rural Corps as Paymasters will conform to the directions laid down in "Financial Instructions."

When no regimental Paymaster is appointed the Commanding Officer is responsible for the due performance of the duties prescribed for the Paymaster.

Quartermasters.

80. The appointment of a Quartermaster is one of great importance to the comfort and health of the soldier. Commanding Officers should, therefore, be most careful in their selection.

Can. 73.

81. The Quartermaster is responsible to his Commanding Officer for the cleanliness of the camp, quarters or barracks. He attends to the billeting of the men, to the laying out of camp, and superintends the loading and conveyance of the baggage of his corps when on the march. It is also the duty of the Quartermaster under orders of the Commanding Officer to receive all rations, forage and stores of every description belonging to the corps, and to issue them according to regulations. He is responsible for the proper keeping of the Quartermaster's books.

Responsibility.
Can. 74.

3.—INSPECTIONS AND CONFIDENTIAL REPORTS.

Inspections—General Instructions.

82. In addition to the annual inspection by the Inspector-General or the officer acting for him (paras. 13 to 24), the Officer Commanding a District will inspect, annually, every unit under his command, in such manner and at such times as may be most suitable, to enable himself to answer fully all questions contained in the annual inspection report. He will bear in mind that a single inspection affords little opportunity of forming a just estimate of the efficiency of a unit and that corps under his command should practically at all times be under his observation.

Can. 75.

Garrison Artillery and Engineers.
Can. 76.

83. The inspection of Garrison Artillery and Engineers will include that of all ordnance, ammunition and technical stores in their charge, and is to be conducted in such a manner as to test the efficiency of all ranks in their technical duties. Garrison Artillery and Engineers will not be inspected in infantry drills and battalion movements other than those necessary to enable them to take part in ceremonial parades.

Inspection of a Unit.

Efficiency of corps to be tested.
J.O. 54—1918.

84. With a view to testing not only the efficiency and capacity for command of its C.O., but also its readiness for war, including mobilization arrangements, each unit will be inspected annually by the Officer Commanding the District.

The inspection will be divided into two parts:—

- (i) In the field: to be held during the annual training, for the purpose of ascertaining whether the unit is efficient in training and discipline.
- (ii) In quarters: to be held at any convenient time during the year, in order to ascertain that the whole of the ordnance, arms, ammunition, explosives, public vehicles, harness, pack saddle, saddlery, equipment and clothing authorized to be held on peace charge of units are in possession and maintained in a serviceable condition, and that the books and records are properly kept.

That the time devoted to training may not be unduly interfered with by inspections, the D.O.C. should combine his inspection, if possible, with that of the Inspector-General.

Officers to be tested.
Can. 78.

85. The inspection of a company, &c., in the above subjects will be directed towards testing the capacity of the individual officers, section leaders, and N.C.Os. generally, to act as instructors and leaders, as well as the efficiency attained by the rank and file of their respective commands.

All ranks to be on parade.
Can. 79.

86. The attendance of every officer and soldier at the inspection by the Inspector-General, or officer acting for him, is obligatory.

Can. 80.

87. Should the Officer Commanding a District desire to bring to the notice of the Minister any remarks upon the points referred to in inspection reports by the Inspector-General, or officer acting for him, on the units under his command, he will do so in a separate letter.

Forwarding inspection reports.
Can. 81.

88. The annual inspection report of an Officer Commanding a District should be rendered in time to reach Militia Headquarters by the 1st December.

Complaints and claims.
Can. 82.

89. If an officer or soldier desires to bring any grievance to the notice of an inspecting officer, he is to be afforded an opportunity of doing so. (See also para. 41f).

Orders issued by inspecting officer.
Can. 83.

90. Whenever an officer inspecting troops under his own command has occasion to mention in his report any defects or irregularities, he will also state the orders he has given with a view to their rectification; and when the occasion so requires he will direct such orders to be embodied in the order book of the unit. He is also to state in his report in what manner and with what effect any orders issued at the previous inspection have been obeyed. In cases where it may be necessary to repeat or call attention to any orders previously given, full particulars

relating thereto will form part of his report. Where it is suggested necessary to call attention to defects in barracks, or to make as to suggestions for their improvement, it will be stated whether it is proposed:—(i) to deal with the service in the next year's estimates, or (ii) to provide for it locally.

91. An inspecting officer, not being the D.O.C. is not to interfere either with the orders and regulations laid down in the District, or with the immediate control and supervision of the Officer Commanding the District.

92. General officers and officers commanding Districts will, as a rule, be accompanied by one staff officer on their tours of inspection. Should circumstances necessitate their taking another, authority must first be obtained from Militia Headquarters.

Confidential Reports—Permanent Staff and Permanent Force.

93. A confidential report will be furnished annually to the Minister on every officer of the Permanent Staff and Permanent Force. These reports will be strictly confidential, and will in no case be made public.

Reports on officers will be made as follows:—

At Militia Headquarters, by the head of the branch in which they are serving.

In Districts, by D.Os. C.

In the Permanent Force, by the officer commanding the unit.

In the case of Permanent Force officers serving in depots or detachments at a distance from unit headquarters, reports on junior officers will be made by the senior officer in charge to the officer commanding the unit who will add his remarks and forward the report to Militia Headquarters.

In the case of Permanent Force officers, the report will be made out in the first instance by the C.O. or other immediate superior of the officer reported on, and will be forwarded by him for the remarks of the senior authorities. As soon as all the opinions of the senior officers have been entered, the report will be returned to the unit for communication by the C.O. to the officer concerned, who will initial the report at the place assigned for the purpose to show that he has seen it.

If the officer reported upon is not present with his unit, a copy of the remarks will be sent to him and a certificate to that effect will be entered on the report by the C.O. The copy will be returned by the officer after perusal and will then be destroyed.

After communication, the reports will be forwarded, with as little delay as possible, direct to the Secretary, Militia Council.

In the event of a superior officer reporting favourably on an officer who has been adversely reported on by his C.O., or other immediate superior, the conflicting reports will be enquired into by the military authority next in order of superiority, who will record his opinion and cause it to be communicated to the officer concerned.

A note will be made in the report that these instructions have been duly attended to, or an explanation furnished when they have not been carried out.

Similar procedure will be followed in the case of adverse reports other than those made in the annual reports.

Due weight will be given to reports whether favourable or adverse, or partly favourable and partly adverse, in considering the officer's fitness for his present appointment, or for other employment, or for further promotion.

94.

95 (i). Reports on officers of educational institutions which are not directly under District Officers Commanding will be made by the Commandants to the Chief of the General Staff. Reports on the Commandants will be made by the Chief of the General Staff.

Reports on officers of manufacturing, inspection and experimental establishments will be completed by the officer in charge and forwarded to the Master-General of the Ordnance. Reports on officers in charge of these establishments will be made by the Master-General of the Ordnance.

(ii). In the case of an officer of R.C.E. the opinion of the C.R.C.E. will be recorded after the report of the O.C., and that of the D.O.C. will be given when necessary.

(iii). Permanent Army Medical Corps.—The report on an officer of the P.A.M.C. will be written by the P.A.M.C. officer under whom he is directly serving and opinions will be given, as far as necessary by the assistant director of medical services of the District and the D.O.C.

(iv). Canadian Army Veterinary Corps.—The report on an officer of the C.A.V.C. will be written by the administrative veterinary officer, and opinions will be given, as far as necessary by the D.O.C.

(v). Canadian Ordnance Corps.

Officer Reported on	1. Report Written by	2. Remarks by
Senior Ordnance Officer of a District.	D.O.C.	
Other Officers.	Senior Ordnance Officer.	The officer i/c administration should say if he concurs. D.O.C.

(vi). Canadian Army Pay Corps.

Officer Reported on	1. Report Written by	2. Remarks by
District Paymaster.	Officer i/c administration.	D.O.C.
Other Officers in District Pay Office.	District Paymaster.	Officer i/c administration.
Regimental Paymaster.	District Paymaster.	Officer i/c administration.
Other Officers in Regimental Pay Office.	Regimental Paymaster.	The District Paymaster. The Officer i/c administration should say if he concurs.

(vii.) Canadian Permanent Army Service Corps.—By the Assistant Director of Supplies and Transport of the District concerned to the D.O.C.

98. Staff and seconded officers should only be reported on by their staff superiors, and in such cases the appointment held should be shown in red ink on the report; but regimental commanders are to bring to notice at any time any circumstances affecting such staff and seconded officers which, in their opinion, should be laid before the Militia Council. On the other hand, the Militia Council, on the return of a staff or seconded officer to his unit, will inform his regimental commander of any circumstances that have occurred during the period of staff or seconded service which it is considered should be known to the regimental commander.

97. Seniors of regimental grades should be specially reported or in advance of the annual report if anything should occur likely to prejudice their promotion.

98. Officers will be recommended in their annual reports either:—

(a) For promotion in the ordinary course; or

(b) For their promotion to be delayed for further report.

99. Should the confidential reports of two successive years recommend delay in promotion, a special report will be rendered by the three senior officers of the corps, stating whether they think it desirable that the officer should be retained in the service.

100. In reporting on Commanding Officers, Officers Commanding Districts will state clearly their opinion as to their fitness for further promotion or employment, and the nature of appointment, if any, for which they appear to be most suited.

101. Whenever a portion of a corps is detached under a field officer either permanently or for any period exceeding six months, the field officer commanding the detachment will furnish the O.C. Corps with the report on each officer in his detachment. The latter will add his own remarks and forward the report to the D.O.C.

102.

103.

104.

105.

SECTION III.—THE STAFF.

1.—ORGANIZATION.

Composition and Distribution.

- Composition, &c.
Can. 94.
- Staff at Militia Headquarters.
Can. 95.
- Staff in Commands.
Can. 96.
Imp. 143.
106. The Staff of the Militia consists of:—
(1) The Staff at Militia Headquarters.
(2) The Staff of Military Districts.
- The distribution of the Staff is given in the quarterly Militia List.
107. The Staff at Militia Headquarters is divided into:—
(1) The General Staff.
(2) The Adjutant-General's Staff.
(3) The Quartermaster-General's Staff.
(4) The Master-General of the Ordnance's Staff.
(5) Personal Staff.
108. The Staff of Military Districts is divided into:—
(1) The General Staff.
(2) The Adjutant-General's Staff.
(3) The Quartermaster-General's Staff.
(4) The Personal Staff.
- Attached to Headquarters of the Military Districts are the officers who are heads of Services and Departments.

2.—APPOINTMENTS TO THE STAFF.

- Tenure.
Can. 97.
- Qualifications for the Permanent Staff.
Can. 98.
109. The tenure of all appointments on the Militia Headquarters, General and District Staff of the Militia shall be for four years, which term may, under special circumstances, be extended.
110. No officer of the Permanent Force or Active Militia is qualified to hold an appointment on the Permanent Staff unless:—

Permanent Force.

- (c) He has been five years in the Permanent Force.
(b) He has passed the examination for promotion to the next higher rank.

Active Militia.

- (c) He has served as an officer in a combatant unit for at least five years.
(d) He is in possession of a Long Course Certificate.
(e) He is qualified by having passed the Army examination for the rank to which he is to be appointed to the Staff.

(N.B.—In accordance with para. 16, officers of the Active Militia appointed to the Permanent Staff will cease to hold any Militia rank previously enjoyed).

- Qualifications for staff or brigades, &c.
Can. 99.
111. The qualifications for an officer of the Active Militia desirous of holding an appointment on the combatant staff of the Active Militia with a brigade, at camps, manoeuvres, &c., are:—

(a) He must have served for at least five years as an officer in a combatant unit of the Active Militia.

(b) He must be in possession of a Field Officer's certificate. Efficient performance of his duties at such Staff Rides or Courses of Instruction in Staff Duties as he may attend will entitle an officer to special consideration.

112. In the case of extra-regimental (other than staff) appointments, an officer may be appointed pending his passing for promotion. His appointment will be provisional only, and he will be required to pass the necessary examination at the earliest possible opportunity. Should his turn for promotion come, whilst thus employed and before he has passed the necessary examination, he will be superseded.

113. As a general rule, an officer will not be eligible to hold an appointment on the General Staff unless he has passed through the Staff College.

114. The following qualifications will be necessary for appointment to the Personal Staff:—

Permanent Force.

- A.D.C. & A.M.S.
(a) To be qualified for the rank of Captain.
(b) To be a good rider.
A.M.S.—In addition to above, to hold rank of captain and to have qualified for the rank of major.

Active Militia.

- A.M.S.
(c) To hold a Field Officer's Certificate.
(d) To be a good rider.
(e) To have five years' service in a combatant unit.
A.D.C.
(f) To hold a Captain's Certificate.
(g) To be a good rider.
(h) To have three years' service in a combatant unit.

115. When a regimental officer has completed his employment on the staff, he will, as a rule, be required to rejoin his regiment and do duty with it for one year before being again employed on the staff.

116. In case of emergency or the Militia being mobilized for active service, no officer holding an appointment on the Militia Headquarters, District, Divisional or Personal Staff will be allowed to resign his staff appointment and revert to regimental duty, unless with the permission of the Militia Council.

3.—DUTIES IN MILITARY DISTRICTS.

117. The distribution of staff duties, as defined below, has been designed to meet the requirements alike of peace and war conditions. Instructions for field service will be found in the Field Service Regulations (Part II.). At manoeuvres and in making preparations for manoeuvres, the distribution of staff duties should, as far as possible, always be in accordance with the principles laid down for an army in the field.

118. Orders, other than those issued at manoeuvres or in the field, will be arranged in two classes, viz.:—
General Staff Orders, Orders.
Imp. 152.

Orders relating to administration.

(i.) The orders comprised under each class will be divided into numbered paragraphs, each dealing with a separate subject, but the numbering for both classes combined will be consecutive throughout the year. Each order will be prepared by the staff officer or head of service or department concerned.

(ii.) Orders should, as a rule, be embodied under one heading containing the name of the officer issuing the orders, the command or force to which the orders refer, and the date and place of issue, e.g.:—

"Orders by Major-General X....."

"Commanding 6th Division,

"HALIFAX, N.S.,

"25th June, 1917."

Signing of
orders.

(iii.) General staff orders should be signed by the senior general staff officer, or, in his absence, by the next senior, or, if there be no next senior, by a staff officer not belonging to the general staff who for the time being may be empowered to sign general staff orders.

Orders relating to administration should be signed by the officer i/c administration, or, in his absence, or if there be no officer i/c administration, by the senior officer present belonging to either the adjutant-general's or the quartermaster-general's staff.

A staff officer signing orders will add to his signature his rank and the title of the appointment which he holds on the staff, except that in the case of a staff officer not belonging to the general staff but temporarily authorized to sign general staff orders, he will append to his signature his rank and the words "For general staff officer," and in the case of a staff officer signing orders relative to administration on behalf of the officer i/c administration, he will append to his signature his rank and the words "For officer i/c administration." Thus—

"..... Lieut.-Colonel,
"General Staff."

"..... Lieut.-Colonel,
"For general staff officer."

"..... Lieut.-Colonel,
"i/c administration."

"..... Lieut.-Colonel,
"For officer i/c administration."

The above instructions do not apply to orders issued under service conditions, i.e., on manoeuvres and at staff rides, when the instructions contained in Field Service Regulations, Part I., (Operations) and Part II. (Organization and Administration) will be followed.

Mobilization.
Imp. 153.

119. The duty of mobilizing the troops rests with the officer i/c administration, the general staff assuming the direction of the movements of units when their mobilization is reported complete.

The General Staff.

120. The General Staff Officer of a Military District will deal direct with the D.O.C. and will assist him in promoting military efficiency, especially in regard to the education of officers and the training of the troops, and in carrying out the policy prescribed by Military Headquarters. Imp. 154.
H.Q. 9939—1—5.

121. The General Staff Officer is charged with the supervision of the following subjects:— Imp. 155.

Schemes of defence in the command; organization for war; training and instruction of the troops; education and examination of officers; staff tours; preparation and execution of schemes for concentrations, manoeuvres and field operations; intelligence duties; and officers' libraries.

122. Where a General Staff Officer is not appointed, the duties appertaining to the general staff are carried out in Military Districts by District Staff Adjutants, and in infantry and cavalry brigades by Brigade-Majors. Where no General Staff Officer is appointed. Can. 113 (a).

122A. Estimates of money required in connection with training will be drawn up by the General Staff in consultation, as to the financial effect of the proposals, with the other staff officers and heads of services and departments at local headquarters. Estimates. Can. 114.

Adjutant-General's and Quartermaster-General's Staffs.

123. When an officer i/c administration is appointed to the staff of a Military District, he co-ordinates the duties of the adjutant-general's and quartermaster-general's staffs in the Military District. This officer is entrusted with the administrative services and departments of the District, and exercises his authority by order of the D.O.C. who will delegate to him such extended powers as will enable him to deal with all administrative matters which do not involve questions of policy or principle. Officer i/c Administration. Imp. 159.

In these duties the officer i/c administration is assisted by a Deputy Assistant Adjutant and Quartermaster-General, who will not, however, be an intermediary between the officer i/c administration and heads of services and departments. D. A. A. & Q. M. G. H.Q. 9939—1—5.

124. The duties of the Adjutant-General's Staff include questions relating to personal services and discipline, organization, drafts and establishments, mobilization, recruiting, interior economy, gymnasia, medals, discharges, casualties, military prisons and detention barracks, chaplains, cadets, rifle clubs and reserve formations. A. G.'s staff. Can. 115.

125. In a Military District where no officer i/c administration is appointed these duties are performed by the District Staff Adjutant, and in an infantry or cavalry brigade by the Brigade Major. H.Q. 9939—1—5.

126. The duties of the Quartermaster-General's Staff include questions relating to movements of troops; issue of routes; appropriation, occupation and equipment of barracks and hospitals; hire of buildings to supplement barrack accommodation; arrangements for camp, issues of ammunition, supplies, clothing and equipment. Q. M. G.'s Staff. Can. 116.

HQ. 9939— In a Military District where such officers are appointed these
1—6. duties are performed by the Assistant Director of Supplies and Transport and the Senior Ordnance Officer, and in other Military Districts by the Senior Army Service Corps Officer and the Senior Ordnance Officer, each of whom respectively deals with the subjects allotted to the corresponding Directorate of the Quartermaster-General's branch at Militia Headquarters.

127.

128.

129.

130.

SECTION IV.—SPECIAL APPOINTMENTS.

General Instructions.

131. An officer who is gazetted to a special technical appointment must, if he desires to be seconded and retain his rank and precedence in the Militia, have served at least five years and have passed the examination for promotion to the rank next above that which he holds. Qualifications.
Can. 117.

Adjutant.

132. For the appointment of regimental, battalion or corps adjutant, a Commanding Officer will put forward for submission to Militia Headquarters the name of the officer serving under his command whom he recommends, stating:— General Instructions.
Can. 118.

(a) That he is in possession of a captain's certificate; and, is the Permanent Force, that he has passed for the rank of captain and, except for the artillery, is in possession of a Musketry Certificate. G.O. 57—
1911.

(b) That he has attended two annual trainings.

(c) That he is recommended by his Commanding Officer as being in every way fit for the appointment.

(d) In the case of a dismounted unit that he is in possession of an Equitation Certificate.

133. The appointment of Adjutant in the Active Militia shall be tenable for five years and will usually be held by a lieutenant or a captain. In exceptional cases a major, provided he is not second in command of the unit, may be recommended for the consideration of the Militia Council. Tenure, &c.,
Active Militia.
Can. 119.

134. The appointment of Adjutant in the Permanent Force may be held by a lieutenant or a captain and shall be tenable for three years. In very exceptional circumstances it may be extended for a period not exceeding one year. Permanent Force.
Can. 120.

135. A subaltern officer serving as adjutant in a unit of the Active Militia will be granted a step of rank on becoming senior of his rank in the regiment, battalion or corps to which he belongs, or on completion of five years' service in the rank of lieutenant, whichever shall happen first. Adjutant's promotion,
Active Militia.
Can. 121.

Musketry Instructor.

136. An officer, not above the rank of substantive captain, may be appointed musketry instructor on the staff of each regiment of cavalry and each battalion of infantry of the Active Militia. To be eligible for such appointment an officer must:— Active Militia.
G.O. 50—
1912.
Can. 122 &
123.
Eligibility.

(i) Have qualified for his rank.

(ii) Have attended a course at the Canadian School of Musketry and qualified as a Musketry Instructor.

When no officer qualified as in sub-paragraph (ii) is available, an officer may be appointed provisionally, if approval is given from Militia Headquarters. He will be required to obtain the necessary musketry qualifications within two years. Provisional appointment.
G.O. 50—
1912.
D. of M.

137. The appointment of Musketry Instructor shall be for five years, dating from first appointment, whether provisional or otherwise. Tenure.
G.O. 50—
1912.

Promotion of
regimental
musketry
instructors.
G.O. 89—
1918.

138. In City Corps, the promotion of regimental musketry instructors will be by seniority. In Rural Corps, subalterns holding the appointment will, if qualified, be given a step in rank as laid down for adjutants in paragraph 135.

Regimental Signalling Officer.

Appointment,
Rank and
Tenure.
Can. 124.

139. An officer, not above the rank of substantive captain, may be appointed regimental signalling officer in a unit having such upon its establishment. The appointment will be made by selection from among the officers of the unit who have qualified for their commissions and will be tenable for five years. An officer so selected will be allowed one year in which to qualify in signalling. An officer of the rank of major will not be permitted to hold the appointment of signalling officer.

Promotion of
Regimental
Signalling
Officers.
Can. 125.

140. In City Corps, the promotion of regimental signalling officers will be by seniority. In Rural Corps, subalterns holding the appointment will, if qualified, be given a step of rank as laid down for adjutants in para. 135.

141.
142.
143.
144.
145.

SECTION V.—SERVICES AND DEPARTMENTS.**1.—MILITIA HEADQUARTERS.**

146. Officers of Services and Departments serving at Militia Headquarters are on, or attached to, the respective staffs of the Headquarters. Their duties are defined in Cin. 126. Appendix V.

147. Directors administering Departmental Corps from Directors Militia Headquarters are authorized to issue Corps Standing Orders and Corps Orders. Such orders must not conflict with the responsibility vested in local Commanding Officers, nor can Directors, so administering Corps, exercise the command of troops serving under the executive control and command of Officers Commanding Districts. Cin. 127.

2.—MILITARY DISTRICTS.

148. Officers of Services and Departments in a District are under the D.O.C. for all purposes of discipline and command. They may correspond on subjects connected solely with their technical duties with the head of their Service or Department at Militia Headquarters, and vice versa. Cin. 128.

They will, however, always keep their D.O.C. acquainted with any instructions they may receive and any proposals they desire to put forward directly connected with their technical duties. Should the D.O.C. dissent from any such proposal, the proposal will be forwarded by him with his comments thereon.

Duties of Services and Departments.

149. The duties of the Engineer Services, Canadian Army Service Corps, Medical Services, Canadian Ordnance Corps, Canadian Army Pay Corps and Veterinary Department are defined in the Regulations, Standing Orders, &c., for such Corps and departments respectively. Cin. 129.

150.

151.

SECTION VI.—OFFICERS—APPOINTMENT, PROMOTION, RANK, COMMAND AND PRECEDENCE, TENURE, TRANSFER, RESERVES, AND RETIREMENT.

I.—FIRST APPOINTMENTS.

General Instructions.

- Notification of appointments, &c.
Can. 180. 152. All military appointments, promotions, transfers, exchanges and removals are inserted in "The Canada Gazette," published by authority, extracts from which are promulgated in General Orders and transmitted to each O.C. District and unit, to enable him to notify in orders such portions as affect his command. Notification so published is deemed official for all military purposes. Unless otherwise stated, promotions and appointments take effect from the date of the "Gazette" in which they appear.
- First appointments.
Can. 132. 153. Except when new units are being formed, first appointments of officers will be made to the junior rank of the corps or department concerned.
- Commissions.
Can. 137. 154. Commissions will be granted to qualified officers only. No officer may at any time be in possession of both a combatant and non-combatant commission.

Active Militia.

- Conditions for first appointment.
Can. 181. 155. A candidate for a commission in the Active Militia must be a British subject, be recommended by the O.C. the unit concerned and, unless specially exempted, be resident within the recruiting area of such unit. He must be certified by a Medical Officer of the Militia to be physically fit for service in accordance with Appendix VI., Regulations for the Canadian Medical Service, 1914. If a Medical Officer is not available, the certificate of a civilian practitioner will be accepted.
- Super-numerary Lieutenants.
G.O. 184—1914.
Can. 185. 156. Supernumerary lieutenants may on approval from Militia Headquarters be appointed to the Active Militia at the rate of two per squadron, battery or company. This number is not to be exceeded except in the appointment of R.M.C. graduates or special cases. Officers Commanding Districts will, in submitting recommendations, state the special reasons for making such appointments.
- Qualifications.
C.A.M.C.
Can. 186. 157. Qualifications for appointments in the Canadian Army Medical Corps will be such as may from time to time be decided by the Minister of Militia and Defence and notified in Militia Orders.
- Medical Officers, Appointments, &c.
Can. 136A. 158. All medical officers for the Active Militia will be appointed to the Canadian Army Medical Corps, from which they will be detailed for duty as laid down in the following paragraphs.
- Medical Officers i/c units.
Can. 186A. 159. Medical Officers of the C.A.M.C., not above the rank of major, will be detailed, for a period of five years, for duty with Active Militia Corps having such officers on their establishments. Upon the expiration of the above period such

SECTION VI.—OFFICERS—APPOINTMENT, PROMOTION, RANK, COMMAND AND PRECEDENCE, TENURE, TRANSFER, RESERVES, AND RETIREMENT.

1.—FIRST APPOINTMENTS.

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First appointments.
Can. 182.

153. Except when new units are being formed, first appointments of officers will be made to the junior rank of the corps or department concerned.

Commissions.
Can. 187.

154. Commissions will be granted to qualified officers only. No officer may at any time be in possession of both a combatant and non-combatant commission.

Active Militia.

Conditions for first appointment.
Can. 181.

155. A candidate for a commission in the Active Militia must be a British subject, be recommended by the O.C. the unit concerned and, unless specially exempted, be resident within the recruiting area of such unit. He must be certified by a Medical Officer of the Militia to be physically fit for service in accordance with Appendix VI., Regulations for the Canadian Medical Service, 1914. If a Medical Officer is not available, the certificate of a civilian practitioner will be accepted.

Super-numerary Lieutenants.
G.O. 184—1914.
Can. 185.

156. Supernumerary Lieutenants may on approval from Militia Headquarters be appointed to the Active Militia at the rate of two per squadron, battery or company. This number is not to be exceeded except in the appointment of R.M.C. graduates or special cases. Officers Commanding Districts will, in submitting recommendations, state the special reasons for making such appointments.

Qualifications, C.A.M.C.
Can. 188.

157. Qualifications for appointments in the Canadian Army Medical Corps will be such as may from time to time be decided by the Minister of Militia and Defence and notified in Militia Orders.

Medical officers, appointments, &c.
Can. 186A.

158. All medical officers for the Active Militia will be appointed to the Canadian Army Medical Corps, from which they will be detailed for duty as laid down in the following paragraphs.

Medical officers, Vc units.
Can. 186A.

159. Medical Officers of the C.A.M.C., not above the rank of major, will be detailed, for a period of five years, for duty with Active Militia Corps having such officers on their establishments. Upon the expiration of the above period such

officers will revert, for other duties, to the C.A.M.C. If considered desirable, a medical officer may be detailed for a second period of five years with the same unit.

Officers of the present regimental medical service may remain with their units under the conditions now existing.

160. A supernumerary medical officer may be detailed for duty with a City or Rural Corps.

Supernumerary M.O.
G.O. 64—1911.

161. Chaplains may be appointed to Active Militia Corps but not to Permanent Corps.

Chaplains.
Can. 191.

162. When an officer's first appointment has been notified in the Canada Gazette he will be required to take the Oath prescribed in Sec. 23 of the Militia Act, and to sign the Service Roll of the unit to which he has been appointed.

Oath, &c., on appointment.
Can. 181.

163. A candidate who has not the required military qualifications will be appointed provisionally only, and will be allowed one year in which to qualify. If at the expiration of that period he has not qualified, his C.O. will call upon him to submit reasons why his name should not be removed from the list of officers of the Militia.

Provisional appointments.
Can. 183.

164. For Military Qualifications see paras. 693 to 718, 841 and Appendices VI. and IX.

Military qualifications, first appointments.
Can. 184.

165. When a provisional officer qualifies, his rank will be confirmed. When a provisional officer qualifies within the year allowed by para. 163, his rank will be confirmed from the date of his provisional appointment.

Confirmation of rank.
Can. 184.

165A. For appointments of quartermasters see para. 211(d).

Permanent Staff and Permanent Force.

166. Officers appointed either to the Permanent Staff or Permanent Force will cease to retain any Militia rank or precedence previously held by them and will take only such rank and precedence as are given to them at the date of such appointment to the Permanent Staff or Permanent Force.

Rank, &c., on first appointment to Permanent Staff, &c.
Can. 188.

167. To be eligible for a commission on first appointment to the cavalry, artillery, engineers, infantry or Army Service Corps of the Permanent Force a candidate must be:

Combatant Commissions.
Can. 189.

(a) Certified by a medical board to be physically fit for military service in accordance with App. VI., Regulations for the Canadian Medical Service, 1914;

(b) Between the ages of 18 and 25 on the 1st day of January in the year in which he would be first appointed;

(c) Unmarried, and

(d) He must either—

(i) Possess a diploma of graduation or a certificate of military qualification from the Royal Military College of Canada, and be recommended by the Commandant; or

G.O. 4—1914.

(ii) Hold a commission in the Active Militia; possess the literary qualifications laid down in para. 168; obtain the long course certificate prescribed in para. 169; and be recommended by the Commandant R.M.C.; or

(iii) Have served satisfactorily for a period of at least six months as a combatant officer in His Majesty's regular forces, and, if a candidate for the artillery or engineers, in a corresponding arm; or

- (iv) While on active service with a British force have held a combatant commission (if an artillery or engineer candidate, in a corresponding arm) for a continuous period of at least one year, be recommended by the Commanding Officer under whom he served, and possess the literary qualifications laid down in para. 168.

Literary Qualifications.
Can. 140. 168. A candidate will be accepted as possessing the necessary literary qualifications, referred to in the preceding paragraph, if he:—

- Has passed the entrance examination to the R.M.C. of Canada; or
- Has held a combatant commission in His Majesty's regular forces; or
- Has passed the matriculation examination of a Canadian University or of any chartered British University; or
- Has obtained a leaving certificate from one of the educational bodies recognized by the Army Council, or a certificate accepted by the Board of Examiners as the equivalent thereof; or
- Has passed the literary examination laid down in para. 173.

Military Qualifications for Permanent Force Commissions.
G.O. 185—1911.
Can. 144. 169. The particular military qualifications, in addition to literary and other qualifications, necessary before a candidate under para. 167 (d) (ii) can be considered for appointment to the Permanent Force are, for the branch indicated, as follows:—

Cavalry.....	Qualifying certificate from a Royal School of Cavalry.	Certificate of military qualification R.M.C. or Long Course Certificate R.M.C.	
Artillery.....	Qualifying certificate from a Royal School of Artillery (according to branch).	Artillery Staff Course.	Certificate of military qualification R.N.C. or Long Course Certificate R.N.C.
*Engineers.....	Qualifying certificate from a Royal School of Infantry.	Certificate of military qualification R.M.C. or Long Course Certificate R.M.C.	Attachment 3 months to R.E. Staff; 6 weeks field works' course; 6 weeks special instruction.
Infantry.....	Qualifying certificate from a Royal School of Infantry.	Certificate of military qualification R.M.C. or Long Course Certificate R.M.C.	
Army Service Corps.....	Qualifying certificate from a Royal School of Cavalry, Artillery or Infantry (as candidate may elect).	Certificate of military qualification R.M.C. or Long Course Certificate R.M.C.	

*Open only to specially selected Graduates from Universities where military instruction forms part of the curriculum.

The Long Course.
G.O. 185—1911.
Can. 142 & 145. 170. To take the Long Course, in order to obtain the certificate required by para. 137 (d) (ii), a candidate must first:—
(a) Be in possession of a certificate of qualification obtain-

ed after attending a course at a Royal School of Instruction.

- Be recommended by the Commandant of the School at which he obtained his certificate (or, in the case of an Engineer candidate, be recommended by the O.A.R.C.E.) and by the O.C. the District in which the candidate's unit is stationed
- Be in possession of the literary qualifications laid down in para. 168.
- Pass the Test Examination for admission to the Long Course, as laid down from time to time.

171. All first appointments to commissions in the permanent R.M.C. artillery and engineers, and at least every alternate commission Graduates. in the permanent cavalry and infantry, will be offered in the first instance to graduates of the Royal Military College. Can. 146.

Should vacancies exist in the Permanent Corps, at least five commissions will be offered yearly to the graduating class, namely, one in the artillery; one in the engineers; alternately, one in the cavalry or one in the infantry; one in the Canadian Permanent Army Service Corps, and one in the Canadian Ordnance Corps.

172. Recommendations for promotion to lieutenant (other Promotions than District Officers, R.C.A.) of warrant officers or N.C.Os. to Commissions will, except in the case of candidates who have performed specially meritorious service, or distinguished service in the ranks, be entertained only on the following conditions:— Permanent Force.

(a) That the candidate for promotion shall, when recommended:— Can. 152.

- Not be of a lower rank than that of corporal.
- Have not less than two years' service.
- That the candidate shall, when selected:—
 - Be under 26 years of age.
 - Have passed the literary examination as prescribed.
 - Be unmarried.
 - Have a clear regimental conduct sheet.
 - Be medically fit for general service.

(c) That the candidate shall complete, within two years of the date of his promotion to the rank of lieutenant, the qualifications required for all other officers on first appointment to the arm of the service concerned.

173. To be eligible for appointment to the Permanent Staff, First an officer must be in possession of the qualifications required by para. 167 (a) and (d) (i) or (ii), and para 169 for first to Staff. Can. 153.

174. Officers not on the cadre of a Permanent unit, who are appointed to the Permanent Staff in a rank below that of Lieutenant-colonel, will, on the expiration of their tenure of a staff appointment, be attached for regimental duty to a Permanent unit for at least one year.

175. (a). A candidate for a commission in the Permanent P.A.M.C. Army Medical Corps, will only be accepted under the following G.O. 147—1910. conditions:— Can. 147.

- He must be certified by a Medical Board to be physically fit for military service.

- (4) He must be under 28 years of age.
 (4) He must be unmarried.
 (4) He must hold a medical diploma of graduation from a university or medical school recommended "A Plus" by the Council of the College of Physicians and Surgeons of the Dominion of Canada

(b) A candidate for appointment as Nursing Sister in the Permanent Army Medical Corps must be:—

- (1) Certified by a Medical Board to be physically fit for military service.
 (2) Under 38 years of age.
 (3) A graduate of a School for Nursing recognized by the Council of the College of Physicians and Surgeons of the Dominion of Canada as giving a course of training of three years in a hospital containing not less than 100 beds.

O.O.C.
 Can. 148.
 G.O. 146—
 1911.
 176. A candidate will not be considered eligible for a commission in the Canadian Ordnance Corps, unless he fulfils the following conditions:—

- (1) He must be certified by a Medical Board to be physically fit for military service.
 (2) He must be under 25 years of age.
 (3) Before being appointed on probation he must have passed either (a) the entrance examination for the Royal Military College of Canada, or, (b), a special test examination to be set by the Department of Militia and Defence; and, in either case, his appointment will not be confirmed until he has passed the entrance examination to the Ordnance College.

O.A.P.C.
 Can. 149.
 G.O. 80—
 1911.
 177. A candidate for first appointment to the Canadian Army Pay Corps must fulfil the conditions required for a candidate for a commission in the combatant branches of the Permanent Force, except that he must be between the ages of 25 and 50 years on the first day of January in the year in which he would be first appointed; and instead of obtaining a long course certificate he must either:—

- (a) Hold a commission in the Active Militia, be a professional accountant, have attended at least three annual trainings in camp and a course of instruction at one of the Royal Schools of Instruction, or,
 (b) Have served satisfactorily for not less than six months as an officer of the Permanent Force of Canada, the Imperial Regular Forces, or any of the Colonial Permanent Forces of the Empire.

The candidate must in addition be recommended by his C.O. and by the District Officer Commanding as fit in every respect for a commission in the Permanent Force.

Ass't. Paymasters
 G.O. 24—
 1911.
 G.O. 80—
 1911.
 178. The appointment of Assistant Paymaster with the honorary rank of lieutenant in the Canadian Army Pay Corps may be conferred upon a warrant officer or non-commissioned officer of the Canadian Army Pay Corps, not over fifty years of age, who may be recommended by the Officer Administering C.A.P.C.

District Officers,
 R.C.A.
 Can. 150.
 179. A commission as lieutenant on the list of District Officers of the Royal Canadian Artillery, may be given to a quartermaster, or a riding-master, or to a warrant officer or non-commissioned officer of the Royal Canadian Artillery, not over 50 years of age.

180. Appointments as Assistant Commissaries of Ordnance will only be given to qualified warrant officers (not over 50 years of age) of the Canadian Ordnance Corps. For qualifications required, see Appendix VIII.

181. A warrant officer or non-commissioned officer of the Permanent Force, not over 50 years of age, may be appointed quartermaster with the honorary rank of lieutenant.

182. All appointments to the Permanent Staff and Permanent Force shall be on probation for three years. At the expiration of each year of this period of three years (or in case of necessity at any time during any one year), a special report will be made by the two senior officers of the unit or staff to which the officer belongs, recording their opinion as to whether his retention in the service is in every respect desirable, and likely to be advantageous to the Staff or Permanent Force. In the event of an officer being unfavorably reported upon twice, the Minister in Militia Council will decide whether the officer shall be retained.

183. In the case of Departmental Corps, the District Officer Commanding will record his opinion on the above points on the yearly confidential reports of officers still serving their probationary period.

184. An officer on first appointment to the Permanent Staff or Permanent Force will be required to join the Staff or his unit within one month from the date of his appointment. This period may be curtailed should the exigencies of the service require it.

185. Officers, on joining a unit, are to report themselves personally through the Adjutant to the Commanding Officer, and officers joining a garrison or station for duty other than regimental will report themselves personally to the Officer Commanding the garrison or station.

Honorary Appointments.

See paras. 243 to 247.

2.—PROMOTION.

General Instructions.

186. In time of peace an officer of the substantive rank of Colonel is eligible for promotion to the rank of Major-General. Promotion to the rank of Major-General shall be by selection to fill a vacancy on the establishment. To be eligible for the rank of Major-General, an officer must fulfil the following conditions:—

(a) Have had at least 25 years' service on the Active List of the Militia or of His Majesty's Regular Forces.

(b) Have held rank not lower than that of Colonel for at least ten years, and, in addition thereto, be in command of a District, or a Member of the Militia Council, or hold the appointment of Inspector-General. The establishment of Major-Generals shall be six.

187. To be eligible for promotion to the rank of Surgeon-General, an officer must have had at least 25 years' service on the Active List of the Militia, and have held the substantive rank of Surgeon-General.

rank of Colonel in the Permanent Army Medical Corps for at least ten years.

Brigadier-General. Can. 212. 138. An officer with the substantive rank of Colonel may be granted the temporary rank of Brigadier-General. To be eligible for the rank of Brigadier-General, an officer must fulfil the following conditions:—

Have held the rank of Colonel for at least five years; and, in addition thereto, be in command of a District, or be a member of the Militia Council.

Colonel. Can. 212. 139. Promotion to the substantive rank of Colonel shall be made by selection to fill a vacancy on the establishment. To be eligible for promotion to the rank of Colonel, an officer must be:—

(a) One of the senior thirty Lieutenant-Colonels of the Militia, and

(b) Have had not less than 20 years' service as an officer on the Active List of the Militia, or partly of the Militia and partly of the Forces of the United Kingdom, or one of its dependencies, and

(c) Have passed the Tactical Fitness Test prescribed in para. 802 of these Regulations.

The establishments of Colonels shall not exceed thirty.

Promotion to field rank. G.O. 94—1910. Can. 218A. 140. Before promotion to field rank an officer must possess, in addition to a field officer's certificate, a certificate of equitation.

Active Militia.

General Instructions. Can. 218. 191. As far as practicable, consistent with a due regard to the service and military requirements, all promotions in City and Rural Corps shall be by seniority, and shall be made upon the advice of the Militia Council, but no officer shall be promoted to a higher rank unless in possession of the necessary qualifications.

Army Medical Corps. H.Q. 992—8—41. 192. Before promotion to the rank of Captain, Lieutenants of the Army Medical Corps are required to complete one year's service in the Corps in addition to qualifying under Appendix VI, Syllabus J(3), subject to the proviso that officers who are transferred to the Army Medical Corps from any other branch of the service, and who before transfer were duly qualified in the arm to which they belonged, will not be required to qualify under the Appendix quoted.

Promotion to Major or Lieutenant-Colonel will be regimental, subject to qualification.

Regimental Medical Service. Can. 216. 193. In the regimental medical service, promotion, subject to the necessary qualification, will be as follows:—

Lieutenant—After one year to be Captain.

Captain—After four years to be Major.

Major—After ten years, may be transferred to Medical Reserve, with honorary rank of Lieutenant-Colonel.

This applies only to officers appointed prior to 1st May, 1909.

Adjutants, &c. 194. For promotion of adjutants, musketry instructors and signalling officers of City and Rural Corps see paras. 135, 138 and 140.

Permanent Staff and Permanent Force.

195. Duly qualified officers of the Permanent Staff, who are Staff. G.O. 30—1912. not on the cadres of units, will be promoted as follows:— Can. 212A.

Captain—After 5 years' service in the rank of Captain on the Permanent Staff, a step in rank.

Major—After 6 years' service in the rank of Major on the Permanent Staff, and not less than 20 years' substantive service, a step in rank.

The total previous substantive commissioned service in the Active Militia may be reckoned towards promotion under this paragraph.

196. In Permanent Corps, promotion up to the rank of major permanent will, as a general rule, be made by seniority, but promotion to Corporal. Can. 217. the rank of regimental lieutenant-colonel will be made by selection from regimental majors who have duly qualified for command.

197. For qualifications of officers of the Permanent Army P.A.M.O. Medical Corps for promotion, see paras. 779, 780 and 807. Can. 215.

198. A veterinary officer of the Permanent Force, on appointment, veterinary ment, will be granted the rank of Veterinary Captain. After Officers. Can. 218. 10 years' service as a Veterinary Captain, he may be promoted to the rank of Veterinary Major, and after 10 years' further service as Veterinary Major, he may be promoted to the rank of Veterinary Lieutenant-Colonel, subject, in each case, to his passing the promotion examination for each rank in accordance with paras. 780, 790 and 811.

199. Under very special circumstances the Minister may Exemption exempt from examination an officer promoted for distinguished from examina- service or an officer who has shown marked ability and gal- tion. Can. 219. lantry in the field.

200. An officer whose turn for promotion occurs whilst he Provisional is on active service, or whilst he is medically unfit by reason promotion. Can. 220. of wounds or disease contracted on active service may, provided that he has not neglected any previous opportunity of presenting himself for examination, be provisionally promoted, subject to his passing the prescribed examination on the first available opportunity.

201. The promotion of qualified officers may be delayed for Retarded misbehaviour, inattention to duty, or unfitness in any special promotion. Can. 221. respect. Before an officer's promotion is delayed, a special report upon the case will be submitted to the Minister.

Promotion in The Reserves.

See para. 257.

3.—RANK.

Brevet Rank.

202. Brevet rank:—

(a) For distinguished service in the field;

(b) For useful service to the country;

will be specially provided for by the Governor-General in Council.

For distinguished service, &c. Can. 162.

For length of service.
Can 169.
Service in Reserves.
Can 163.
Re-appointment from Retired List.
Can 178.
Imperial Officers.
Can 163.

203. In the Permanent Force and Active Militia brevets will be awarded in the ordinary course of an officer's service as provided in the succeeding paragraphs.

204. Service in the Reserve of Officers or in a Corps Reserve will not count as qualifying for brevet rank.

205. Service previous to re-appointment to the Active List from the Retired List will not count as qualifying service for brevet rank.

206. Officers of the Imperial Army serving with the Canadian Permanent Force will be permitted to count service as 2nd Lieutenant in the Regular Army for the purpose of qualifying for brevet rank in the Canadian Militia.

Qualifications.
Can 164.

207. An officer must have passed the examination laid down for promotion to the substantive rank corresponding to the rank to which it is proposed to promote him by brevet. For brevet promotion to the rank of Colonel, an officer of the Permanent Staff or Permanent Force must have passed the Army Examination for promotion to the rank of Lieutenant-Colonel.

Can 165.

208. Qualified officers duly recommended to Militia Headquarters will be granted brevet rank as follows:

Permanent Staff and Permanent Force.	Brevet.	Active Militia.	Brevet.
(a) After 5 years' service* with substantive rank of Lieutenant.	Captain.		
(b) After 5 years' service* as a substantive Captain, and not less than a total of 10 years' service*.	Major.	(d) After 10 years' continuous service as a substantive Captain in a City or Rural Corps, with not less than 15 years' substantive service.	Major.
(c) After 4 years' service* with substantive rank of Major, and not less than 20 years' commissioned service, or, after 5 years' service* as a staff officer at Militia Headquarters with rank of Major, and a total commissioned service* of not less than 20 years.	Lieut.-Colonel.	(e) After 10 years' service as major, or brevet major in a City or Rural Corps, and having not less than 25 years' substantive service as a commissioned officer.	Lieut.-Colonel.

*Service here means service, exclusive of provisional service, in a permanent unit or on the Permanent Staff of the Militia.

Can 166.

209. These regulations concerning brevet rank will not be retro-active.

Temporary Rank.

Lieut. Colonel.
G.O. 126—1912.

210. An officer on the Permanent Staff at Militia Headquarters holding the appointment of Director may, if duly qualified, be granted the temporary rank of lieutenant-colonel while holding such appointment.

See also para 231 (c).

Honorary Rank.

211. Honorary rank will be granted as follows:—

Can. 192.

Permanent Corps	Active Militia.
-----------------	-----------------

Quartermaster.

- | | | |
|--|--|----------------------|
| <p>(a) On appointment. — Honorary Lieutenant.</p> <p>(b) After 5 years' commissioned service.—Honorary Captain.</p> <p>(c) After 10 years' commissioned service.—Honorary Major.</p> | <p>(d) On appointment, not above the age of 45, pending qualification as Quartermaster.—Honorary Lieutenant.</p> <p>(e) If qualified.—Honorary Captain.</p> <p>(f) After 10 years' commissioned service.—Honorary Major.</p> | <p>G.O. 80—1912.</p> |
|--|--|----------------------|

Regimental Medical Officer.

- (g) After 10 years' service with substantive rank of Major, may be transferred to the Medical Reserve of Officers with the honorary rank of Lieut.-Colonel.

Veterinary Officer.

- (h) After 10 years' service with rank of Major, may be transferred to the Veterinary Reserve of Officers with the honorary rank of Lieut.-Colonel.

Paymaster.

- (i) As for Quartermaster.

Assistant Paymaster.

- (k) On appointment. — Honorary Lieutenant.
- (l) After 5 years' commissioned service.—Honorary Captain.
- (m) After 10 years' commissioned service.—Honorary Major.

Chaplain.

- (n) On appointment. — Honorary Captain.
- (o) After 10 years' commissioned service.—Honorary Major.

Commissary of Ordnance.

- (p) On appointment as Assistant Commissary of Ordnance.—Honorary Lieutenant.
- (q) On promotion to Deputy Commissary of Ordnance, or when 5 years in the rank of honorary Lieutenant. — Honorary Captain.
- (r) On promotion to Commissary of Ordnance, or on completion of 10 years' commissioned service.—Honorary Major.

Permanent Corps.

Active Militia.

Officer Clerk.

- (a) On appointment as Officer Clerk.—Honorary Lieutenant.
(t) After 5 years in the rank of Honorary Lieutenant.—Honorary Captain.

Warrant Officer.

- Cas. 282A. (u) On retirement after 24 years' service in Permanent Force.—Honorary Lieutenant. (G.O. 124, 1912.)

Combatant to non-combatant. G.O. 100—
19.1.
Cas. 192A.
Cas. 197.
212. When an officer resigns his commission for the purpose of accepting a non-combatant appointment, such as Paymaster or Quartermaster, he will, with such appointment, be given honorary rank equivalent to the rank (combatant or honorary) which he has resigned. An officer thus appointed must qualify for his new appointment within one year from date of such appointment.

Previous service to qualify. Cas. 198.
213. Except in the Canadian Ordnance Corps, previous continuous commissioned service in the Active Militia will count towards qualification for honorary rank.

Dental Surgeon. Cas. 195.
214. A Dental Surgeon will be given the honorary rank of lieutenant on appointment, and after three years that of captain, but his official designation will be "Dental Surgeon."

Nursing Sister. Cas. 196.
215. A Nursing Sister shall have the relative rank of lieutenant.

Honorary Ranks of Colonel and Lieut.-Colonel

Honorary Colonel on retirement. Cas. 198.
216. The honorary rank of Colonel may be granted to an officer of the Active Militia, on retirement, under the following conditions:—

(a) He must have exercised, as lieutenant-colonel, the command of a regiment of cavalry, garrison artillery or infantry, or a brigade of field artillery, for at least five years; or have held the substantive rank of lieutenant-colonel in the Permanent Force, or on the Permanent Staff, or in command of a Division or Military District for an equivalent period; and

(b) He must have a total continuous service as an officer of the Militia of thirty years; and

(c) He must have rendered exceptional services to the Militia in the several military appointments held by him; or have gained special distinction on field service or in time of emergency; or have rendered special services to the Militia, outside of the appointment held in the Militia, such as having been president of the Canadian Artillery Association or Dominion Rifle Association for long periods. These services will be judged on their merits in each case.

Honorary Colonel and Lieut.-Colonel. G.O. 112—1912.
217. The honorary rank of Colonel or the honorary rank of Lieutenant-Colonel may be granted to a person, whether he has or has not previously served in the Militia, if, in the opinion

of the Minister in Militia Council, the granting of such rank is, from an educational or administrative point of view, likely to promote the general efficiency of the Militia.

Rank on Retirement.

See paras. 270-272 and 282.

4.—COMMAND, PRECEDENCE, &c.

Command.

218. Command is to be exercised by the senior combatant officer on the Active List present, provided:—
Exercise of Command. Can. 157.

(a) That an officer appointed to command a District shall exercise command over the troops localised within the territorial limits of such District.

(b) That where an officer has been appointed to the command of a special unit, detachment or force, or has been detailed to perform a special duty*, the Minister may direct that he shall exercise such command independently of the O.C. District within whose area he may from time to time find himself.

219. An officer appointed to command a regiment, battalion or other unit, shall exercise command over any other officers serving therein, irrespective of the date of appointment. All other officers doing duty with their regiments shall take rank according to their dates of appointment in that rank to such regiment or unit; and all officers serving together with officers of other corps, shall take rank according to the dates of their respective appointments to that rank in the Militia. Should two officers of the same rank have been gazetted to such rank with the same date, their precedence shall, except in the case of an officer appointed to command a unit, be determined by the date of their next lower rank. Can. 158.

220. Officers of His Majesty's Imperial and Indian Forces and Imperial Officers of any forces of the British Dominions beyond the Seas, serving in the Canadian Militia, shall, while so serving, exercise command in the Militia by virtue of their Canadian Militia commissions alone, but in the granting of these commissions endeavour shall be made to confer as far as possible the same rank and command as the officers have enjoyed in their own forces. Can. 171.

221. Priority of date of qualification for promotion carries seniority and with it no corresponding seniority or precedence. Can. 159.

222. Officers confirmed in their rank take precedence and command over all provisionally appointed officers of the same rank. Can. 160.

223. An officer of the C.P.A.S.C. or C.A.S.C. detailed for barrack duties, if specially detached from regimental duty with his Corps, will not hold any military command, except over such officers and men as may be specially placed under his command. A.S.C. Can. 161.

* This shall be taken to include Petawawa Training Camp and the Royal Military College.

Patients in hospital.
Can. 178. 224. All patients in military hospitals shall be deemed to be under the command of the Medical Officers in charge of such hospitals.

Discipline of prisoners of war.
Jan. 174. 225. When officers, warrant officers, non-commissioned officers or men, become prisoners of war, the ordinary military relations of superior and subordinate, and the military duty of obedience remain unaltered. Any such prisoner, who is guilty of insubordination, or other breach of discipline, in respect of his superior, will be required to answer for his conduct when released.

Command of detachments.
Jan. 175. 226. When units or detachments of different corps are employed together on any duty, each unit and detachment will, subject to the orders of the O.C. the whole body, act under the immediate authority of its own commander in matters of a purely regimental character.

Corps of Guides and A.S.O.
Jan. 176. 227. The Corps of Guides and the Army Service Corps being combatant corps, their officers will hold the usual ranks and titles of combatant officers, but in the Army Service Corps their command and authority will not extend outside that corps until they have obtained, in either cavalry, artillery or infantry, as they may elect, the certificates required for the ranks they hold. For qualification of officers of the Corps of Guides, see Appendix IX.

Status of Reserve Officers on Recall, &c.
Can. 177. G.O. 215—1912. 228. An officer of the Reserve of Officers or of a Corps Reserve on being recalled for service or training will—
(a) If so recalled within five years from date of transfer to either of the above Reserve formations, resume the rank and precedence held by him immediately before such transfer.
(b) If so recalled after a lapse of five years from the date of such transfer, take rank and precedence from the date of recall from either Reserve formation.

Re-transfer to Reserves.
229. An officer recalled as above will, if re-transferred to a Reserve formation, either resume, in the Reserve formation concerned, the rank and precedence held by him immediately before such recall therefrom, or retain any higher rank, with its consequent precedence in the Reserve formation concerned, to which he may have attained since so recalled.
For command, &c., exercised by retired officers on re-appointment, see para. 283.

Reserve Officers.
Can. 179. 230. Rank in the Reserve of Officers, in a Reserve Unit or on the Retired List, confers no authority to command.

Precedence.

Permanent, local and temporary rank.
Can. 167. 231. The relative precedence of permanent, local and temporary rank is as under:—
(a) Officers having permanent or local rank will take precedence of all those serving with them having temporary rank of the same grade.

(b) Local rank granted by the King, carries with it, within the command or country in which it has effect, the same advantages of precedence and command as permanent rank and will have effect so long as the officer is holding the appointment for which it is given.

(c) Officers holding the temporary or local rank of brigadier-general will take precedence among themselves, according to their permanent rank.

232. Except as laid down in paragraph 231 (c), officers appointed temporarily in a higher rank shall take rank appointments among themselves, while so acting, according to the dates of their temporary appointments, but junior to all officers permanently of the same grade.

233. Officers employed as brigade majors, if of the rank of Brigade captain, take rank and precedence next after field officers in the brigade, or garrison, in which they are serving.

234. Officers of the Active Militia while attached to the Permanent Force for duty, shall have the same relative status, command and authority, as officers of the Permanent Force of their own rank.

235. Officers of Active Militia attached for instruction to a Permanent Corps, will rank among themselves according to their militia rank, but on all duties connected with the Permanent Corps and their course of instruction they will be considered as junior to the Permanent Officers of the Corps to which they are attached.

236. A departmental officer* serving in his own Department, or Service, or an officer holding honorary rank, will, by virtue of his rank, or of his position, be entitled to precedence and other advantages attached to the corresponding rank among combatant officers. Such rank or position will not, however, entitle the holder of it to the presidency of courts-martial (other than regimental) or to military command of any kind, except over such officers and men as may be especially placed under his command, or attached to his corps for duty.

237. The functions of District Officers, Royal Canadian Artillery, as combatant officers, are restricted to the following:—
(a) Supervision over an Armament Office.
(b) Assisting the Fire Commander of a Coast Defence unit in his duties on mobilization.

(c) Commanding a sub-district where no company officers are available.

238. Officers of the Canadian Ordnance Corps holding substantive rank will, in all departmental duties, take precedence of officers holding honorary rank.

5.—TENURE OF APPOINTMENT AND COMMAND.

239. An officer who reaches the age limit while holding an appointment, the term of which has not yet expired, may be allowed to complete his term before being retired if the Militia Council decides that such a course is in the interest of the service.

240. The tenure of appointment of the following Command Officers shall be for five years:—
The O.C. a Regiment of Cavalry.
The O.C. a Brigade of Field Artillery.

*See Section V. Services and Departments.

The O.C. a Regiment of Garrison Artillery.

The O.C. a Regiment or Battalion of Infantry. Such tenure may be extended in special cases, but only upon the recommendation of the District Officer Commanding, who should submit his recommendation three months before the expiration of such tenure.

Brigadiers
and Brigade
Majors.
Can. 183.

241. Officers Commanding Cavalry and Infantry Brigades, and brigade majors, will be appointed for periods of three years; such appointments will be made as a rule from the Reserve of Officers. That of Officer Commanding will be conferred upon officers who have held the command of their corps for the prescribed period.

Replacing
brigadiers
&c., unable
to attend
training.
Can. 184-5.

242. Officers Commanding Districts will report to Militia Headquarters, before the 1st April each year, whether or not all Cavalry and Infantry brigade commanders and brigade majors will be available for training during the current year. Should any such officer not be available, the recommendation of an officer to replace him will accompany the above report, and the officer to be replaced may be required permanently to vacate the appointment in question.

6.—HONORARY APPOINTMENTS.

Colonels and Lieutenant-Colonels.

Appointment.
Can. 186.

243. An honorary colonel or lieutenant-colonel may be appointed to a regiment of cavalry, brigade of field artillery, regiment of garrison artillery, corps of guides, regiment of infantry or rifle, or an administrative corps, under the following conditions:—

Conditions.
Rank of
Honorary
Colonel
reserved for
Royal Family,
&c.
Applications
for
appointments.

(a) The appointment is purely honorary, confers no right to command, and involves no expense to the public.

(b) The appointment of honorary colonel will be reserved for members of the Royal Family, for the Governor-General, and for distinguished officers of either the Imperial or Canadian forces.

(c) Applications for these appointments must emanate from the corps concerned, and be accompanied by a statement that the consent of the proposed honorary colonel or lieutenant-colonel has been obtained.

These applications should be forwarded to Militia Headquarters through the proper channel.

Honorary Aides-de-Camp and Honorary Surgeons.

Honorary
Aides-de-Camp
and Honorary
Surgeons.
Can. 187.

244. With a view to conferring a distinction upon selected officers of the Canadian Militia, the appointments of Honorary Aides-de-Camp and Honorary Surgeon to The Governor-General, shall, as far as possible, resemble that of Aide-de-Camp and Honorary Surgeon to The King, but such appointments shall not carry with them any advancement in rank to the officer appointed and shall be vacated on a holder becoming Brigadier-General on the active list.

Tenure.
Can. 188.

245. Honorary Aides-de-Camp and Honorary Surgeons will be appointed by the Governor-General for the period during which he holds office, after which their appointments will lapse.

246. The names of Honorary Aides-de-Camp and Honorary Surgeons will be printed in the Militia List under the heading of "Honorary Aides-de-Camp and Honorary Surgeons to the Governor-General," and the appointments will be entirely distinct from those of personal Aides-de-Camp or extra Aides-de-Camp to the Governor-General, whose names will be printed in a separate list.

247. At all ceremonies of state, Honorary Aides-de-Camp will receive their instructions from the Military Secretary to the Governor-General.

7.—EXCHANGE, TRANSFER AND SECONDED.

Exchange or Transfer.

248. An officer may be permitted to exchange or transfer to and from one regiment or corps to another, but not from the Permanent Force to the Active Militia or vice versa.

249. Application for exchange or transfer from one corps to another will be submitted in the usual manner for approval at Militia Headquarters, but, before the District Officer Commanding the applicant forwards it, he must procure through the proper channel the approval of the Officer Commanding the Corps to which the exchange is to be made, and of the Officer Commanding the District to which that Corps belongs.

250. Officers on exchange shall become junior of their rank in the Corps to which they exchange.

Seconded Officers.

251. When a regimental officer on the Active List is employed away from his own Corps, upon any duty not connected with the Corps (unless of a purely temporary nature), he may be "seconded" in his Corps. In that case his name is shown in italics in the Regimental Lists, and another officer is appointed to fill his place and perform his duties in the Corps, in which he still retains his rank, precedence, and claims to promotion.

252. No officer may be seconded, at any one time, for a longer period than four years which period may, under special circumstances, be extended one year. Upon the expiration of any period of seconded service, an officer must revert for duty to the unit to which he belongs. An officer on reverting from the seconded list shall rejoin his unit as "superannuated," and be absorbed in the first available vacancy.

253. The extra-regimental employment of officers as special officers, &c., and the extension of the periods of such employment, will be specially decided in each case by the Minister in Militia Council.

254. Seconded officers must pass all examinations before promotion. Before an officer of the seconded list is promoted, the Militia Council will decide whether he is, on promotion, to continue on that list, or revert to duty with his Corps.

Recall of seconded officers.
Can. 230. 255. Officers seconded for duty of a semi-military or civil character will, in field service appearing imminent, be liable to be recalled to their units.

8.—RESERVE OFFICERS.

General Instructions.

Formations.
Can. 199. 250. The reserve formations of the Active Militia furnish an additional supply of officers available for special appointments in time of peace, and to complete the establishment of the Militia in time of war. They comprise:—
(a) Corps Reserve. (See para. 2).
(b) Reserve of Officers.

Promotion in Reserves, R.M.C. Graduates.
Can. 207. 257. Officers while in the Reserves are not eligible for promotion to higher rank but, in the case of graduates of the Royal Military College, the following exceptions will be made:—

- (a) A lieutenant, after attending five annual trainings attached as a combatant officer to a unit of the Active Militia, will be promoted brevet captain in the Reserve of Officers.
- (b) A captain, after attending ten annual trainings attached as a combatant officer to a unit of the Active Militia, will be promoted brevet major in the Reserve of Officers.

Corps Reserves.

Officers of Corps Reserve encouraged to train.
Can. 201. 258. O.C. units will encourage officers of their Corps Reserves to train annually with their Corps. There is no limit to the number of officers of the Corps Reserve who may train in any one year, but training pay cannot be drawn in excess of the numbers fixed in the establishment for the year.

Interchangeability of Corps Reserve Officers.
Jan. 202-3. 259. An officer borne on the Corps Reserve of any unit may be attached for training to the Corps Reserve of any other unit of the same branch of the service.
The officers of a Corps Reserve will be both eligible for, and subject to, transfer to the service or training establishment of their Corps. See para. 228.

Retirement.
Jan. 204. 260. Corps Reserve Officers on attaining the age limit prescribed for officers borne on the training establishment, shall be retired.

Reserve of Officers.

Composition.
Jan. 205. 261. This Reserve is made up as follows:—
(a) Graduates of the Royal Military College of Canada, commissioned as officers of the Active Militia, unattached.
(b) Commanding Officers of the Active Militia on completion of their tenure of command.
(c) Officers, other than those holding honorary commissions, retiring from corps of Active Militia who are eligible to retire retaining their rank under para. 271.
(d) Officers whose past service in the field or during an emergency may be held to be sufficient qualification.

262. Anyone who served as an officer in the Canadian Con- Qualifying tigents, Imperial Yeomanry, or any irregular corps in the the service. Can. 206. South African War, 1899-1902, who does not at date of application belong to any unit of the Canadian Militia, may, if he is a resident of the Dominion of Canada, be granted a commission in the Reserve of Officers under the following conditions:—

For the rank of Captain—He must have served in South Africa with the rank of captain for not less than twelve months.

For the rank of Lieutenant—He must have served in South Africa with the rank of captain or lieutenant for not less than six months.

263. Officers of the Permanent Staff and Permanent Force Permanent who retire with pension will be transferred to the Reserve of Officers. Can. 208. Officers with a step of rank in the Reserve and continue therein up to the age-limit of that rank. (See paras. 267 and 268).

264. Officers of the Permanent Staff and Permanent Force Can. 209. who retire with or without gratuity may be transferred to the Reserve of Officers at their own request.

265. Officers Commanding Districts will keep a list of all Annual officers of the Reserve of Officers resident within their Dis- Report. Can. 210. tricts. This list will be specially revised on the 1st April of H.Q. 970— each year and a return of the officers then resident within their 1—7. Districts will be sent by Officers Commanding Districts to Militia Headquarters on the 1st May.

266.

9.—RETIREMENT AND REMOVAL.

Retirement.

267. Except under special circumstances (which will include Age Limit. a physical fitness test) officers shall be compulsorily retired at Can. 281. the following ages, which will be calculated from the 1st of September in each year:—

Colonels	at 63 years.
Lieut.-Colonels	" 60 "
Majors	" 55 "
Captains	" 50 "
Lieutenants	" 45 "
Lieutenants, Corps of School Cadet Instru- ors	" 55 "

268. The following officers holding honorary rank shall be Age Limit, retired upon attaining the age of 55 years:— honorary rank.

District Officers appointed under para. 179.	351B.
Quartermasters.	Can. 281—
Paymaster (Active Militia).	3.Os. 30,
Assistant Paymasters, C.A.P.C.	34 & 215—
Commissaries of Ordnance.	1912.

269. Chaplains and Dental Surgeons are exempt from the pro- Chaplains and Dental Surgeons. Can. 281. visions of paras 267 and 268.

270. In calculating the age for retirement the highest rank Rank for held by the officer concerned, whether substantive or brevet, but calculation of age. no: honorary, shall govern the retirement. Can. 281.

Retention of Rank on Retirement.
Can. 252.
Lieutenant.
Captains and Field Officers.
Corps Reserve Officers.
Jan. 252.

271. (i). To retire retaining the rank of lieutenant, an officer must have had a total service in the Militia of five years (of which three must have been passed consecutively as a commissioned officer) and have attended five annual trainings.

(ii). To retire retaining the rank of captain, major, lieutenant-colonel, or colonel, an officer must, in addition to the minimum service required under (i), have attended two annual trainings in the rank held at retirement. Failing this, an officer will be gazetted out with the rank next below that held at retirement.

(iii). A Corps Reserve Officer training annually with a unit may count one year towards retention of rank on retirement for each such training.

See also para. 211 (v).

Honorary Rank.
Warrant Officer.
Can. 252C.
G.O. 80—1912.

(iv). A warrant officer of the Permanent Force holding honorary rank may, at the discretion of the Militia Council, be allowed to retain his honorary rank on retirement irrespective of his length of service in such honorary rank.

Annual Report.
Can. 258.
H.Q. 970—1—7.

272. Officers Commanding Districts will keep a list of officers on the Retired List resident within their Districts. This list will be specially revised on the 1st April of each year and a return of the officers then resident within their Districts will be sent by Officers Commanding Districts to Militia Headquarters on the 1st May.

273.

Resignation.

Resignation of officers.
Can. 259.

274. An officer who applies for permission to retire or to resign his commission is not to quit his unit or appointment without leave until he has been duly notified of the acceptance of such application.

Can. 240.

275. In forwarding the application of an officer to retire, the C.O. is to state whether:—

- (a) All regimental claims have been paid.
- (b) He is aware of any outstanding public claim.
- (c) There is any objection to the retirement being sanctioned.

Retention of rank on resignation.
Can. 241.

276. Officers resigning their commissions will not retain any rank in the service, or wear any prescribed uniform except by The King's Special Authority.

Removal of Officers.

Removal of Officers.
Can. 255-6.

277. An officer may at any time be removed by order of the Minister for misconduct.

Should a Commanding Officer feel it his duty to recommend the removal of an officer, he must notify such officer by registered letter of the action which he intends to take, and give the officer concerned an opportunity of showing cause why such removal should not take place.

The written reply of the officer must accompany the C.O.'s application for his removal. When no reply has been received within thirty days, a certificate of postal registration of the notification will be attached to the recommendation instead, and will be taken as sufficient evidence of the notification having been received.

278. Commanding Officers will report the names of officers belonging to their Corps who are considered medically unfit for service, in order that they may be examined by a Medical Board.
Can. 287.

10.—OFFICERS ON REDUCTION AND DISBANDMENT OF CORPS.

279. In the case of the reduction of the establishment of a Corps, officers becoming supernumerary will be absorbed into the first vacancies which occur, but in order not unduly to retard the promotion of lieutenants, supernumerary captains will be absorbed only into alternate vacancies, viz.:—the first, third and fifth vacancies.
Can. 225.

280. When a Corps is disbanded and removed from the list of Corps of the Active Militia, the officers thereof, except those whose names are specially mentioned as being permitted to retire retaining rank, or to be placed on the Reserve of Officers, cease at the same time to be officers of the Active Militia.
Can. 238.

11.—RE-EMPLOYMENT, RECALL AND RE-APPOINTMENT OF RETIRED OFFICERS TO ACTIVE LIST.

281. Nothing in any of the foregoing paragraphs shall be construed as forbidding the re-employment of Retired Officers, should it be desirable in the public interests.
Can. 281.

282. An officer who has retired retaining rank will be liable to be recalled for duty under the terms of the Militia Act and such regulations as may from time to time be promulgated, but he will not be called upon to serve in a rank inferior to that with which he retired.
Can. 234.

283. Officers who have retired retaining rank will, if subsequently re-appointed to the Militia, take only such rank, precedence, and command as are conferred upon them at the time of such re-appointment.
Can. 178.

- 284.
- 285.
- 286.
- 287.

SECTION VII.—SOLDIERS—ENLISTMENT, SERVICE, PROMOTION, PRECEDENCE, EMPLOYMENT, CARETAKERS, TRANSFER, AND DISCHARGE.

I.—ENLISTMENT.

General Instructions.

Qualification of C.O.
Can. 248. 288. Commanding Officers must have complied with the Militia Act by taking the Oath of Allegiance before a justice of the peace, before they can administer such oath to any officer or man.

Non-eligibles.
Can. 245. 289. Men who have been discharged from the following
G.O. 185— forces (1) as unfit for further service, (2) for misconduct, or
1911. (3) with a bad character, are ineligible for enlistment, unless authority for such enlistment be obtained from Militia Headquarters:—

Regular Army.
Royal Marines.
Royal Navy.
Royal Naval Reserve.
Territorial Force.
Canadian Permanent Force.
Canadian Naval Service.
Royal North-West Mounted Police.
Royal Irish Constabulary.

Imperial Reserves.
Can. 258. 290. Men belonging to the Imperial Army Reserve or Navy Reserves, or absentees herefrom, are not to be enlisted without special authority from Militia Headquarters.

Men late of Regular Army and Navy.
Can. 247. 291. When a man who has previously served in the Regular Army, Royal Marines, Army Reserve, Royal Navy, Royal North-West Mounted Police, Canadian Militia, or any other force, enlists or re-enlists in the Militia, he will be required to state the particulars of his former service and cause of discharge and to produce his certificate of discharge.

Duplicate enlistments.
Can. 249. 292. Officers commanding corps are prohibited from enlisting
Can. 251. men who at the time belong to another corps.

293. When any man belonging to a corps of the Canadian Militia is discovered to have enlisted improperly in another corps thereof, the case will (after any action required by the Militia Act in such cases has been taken) be referred to Militia Headquarters for decision as to the corps in which the man is to be held to serve, except where both corps are in the same command, when the D.C.C. will decide.

Improper enlistment.
Can. 260. 294. When any man belonging to any of His Majesty's Regular, Territorial or Naval Forces is discovered to have enlisted in the Militia, the case will be referred to Militia Headquarters for disposal.

Evidence of Naturalization.
Can. 260. 295. An intending recruit must be a British subject. If not so by birth, he will be required to produce evidence that he has become a British subject by naturalization, which evidence, or a certified copy thereof, is to be attached to the attestation paper or Service Roll. The fact of taking the Oath of Allegiance is not a sufficient compliance with the law providing for naturalization.

City and Rural Corps.

296. Enlistment in City and Rural Corps will be carried out by the recruit being required to sign the Service Roll and to take the Oath of Allegiance in the manner prescribed by the Militia Act. Enlistment will be conducted by officers commanding units, including, in the case of Rural Corps, officers commanding companies, &c.

297. Recruits for City and Rural Corps must be passed as medically fit for service by a medical officer, be between the ages of 18 and 45 years, not less than 5 feet 4 inches in height, and 34 inches in chest measurement.

298. The period of service laid down by the Militia Act is three years.

299. Boys of good character between the ages of 14 (or in Boys special cases 13) and 18 years may be specially enlisted in City and Rural Corps for employment as bandsmen, drummers, buglers, or trumpeters, but no boy is to be enlisted without the consent of his parents or guardians.

300. Subject to the provisions of paragraph 297, non-commissioned officers and men of City and Rural Corps may, if medically fit and under 45 years of age, be re-engaged for further periods of three years. Warrant officers, sergeants and bandsmen may be re-engaged up to 55 years of age.

301. The periods of service of warrant officers, N.C. officers and men of City and Rural Corps, are limited as follows:—
Warrant officers, staff sergeants, sergeants and bandsmen, 7 periods, 21 years.

Rank and file (except bandsmen),—3 periods, 9 years.

302. Warrant officers, N.C. officers and men of City and Rural Corps who re-engage, will sign the Service Roll of their Corps, and take the Oath in the manner provided for first enlistment.

Permanent Force.

303. The authorized establishments of the Permanent Force are not to be exceeded, by enlistment, without authority from Militia Headquarters.

304. Enlistments, re-engagements and re-enlistments in the Permanent Force will be for general service.

305. Soldiers enlisted or re-engaged in the Permanent Force must be of good character, be between the ages of 18 and 45 years (warrant officers, staff sergeants, caretakers and boys excepted); be not less than 5 feet 6 inches in height for the Garrison Artillery, and not less than 5 feet 4 inches in height for other branches; and must measure not less than 34 inches around the chest. They must, further, be certified by a Medical Officer as fit for active service anywhere.

306. Warrant officers, after attaining the age of fifty-five years, and staff sergeants that of fifty years, or in either case on completion of twenty-four years' service, are not to be enlisted or re-engaged, in the Permanent Force, unless by special authority from Militia Headquarters.

307. Where a man is enlisted or re-enlisted at the headquarters of, and for service in, any Permanent Unit, he will, after passing the medical examination, be attested by the Officer

Commanding the unit. Attestation will be recorded in duplicate on Form B-335, one copy of which will be retained with the unit, and the other sent to the Corps Record Office. The date on which the man signs the declaration and takes the prescribed oath is the date of his attestation.

Re-engagement.
Can. 261. 308. A soldier re-engaging in the Permanent Force will serve on his original attestation, to which, and to the duplicate thereof, will be attached M.F. B-340, duly completed.

Re-engagement before transfer to B.C. &c.
H.Q. 297—10—11. 309. A soldier of the Permanent Force with less than eighteen months of his current engagement to serve will, before proceeding to the United Kingdom for instruction, or before transfer from Eastern Canada to British Columbia, be re-engaged for a further period of three years from the date of the expiration of his then current engagement.

Medically unfit to re-engage.
Can. 262. 310. When a soldier is considered medically unfit to re-engage, a Medical Board will be assembled to decide whether or not such is the case.

Enlistment of Boys.
Can. 268. 311. Under the conditions laid down in para. 299, boys may be enlisted for training as trumpeters, drummers, buglers, or musicians in Permanent Units having such on their establishments, and in the Canadian Ordnance Corps for training as clerks or artificers. Whilst boys so enlisted are in addition to, they are not to exceed in number, the trumpeters, drummers or buglers authorized for the unit, and are to be taken on the strength of the unit as part of its authorized establishment of privates, which is not to be exceeded.

Boys as Musicians.
Can. 264. 312. Boys are not to be trained as musicians unless such can be done without detriment to the efficiency of the drums and bugles.

Musicians, &c., to be struck off roll of boys.
Can. 265. 313. A boy appointed bandsman, trumpeter, drummer, or bugler, and included in the establishment as such, is to be struck off the roll of boys, although under 18 years of age.

At 18 years of age.
Can. 266. A boy so appointed should not be reverted to the ranks on attaining the age of 18 years, except for misconduct, inefficiency, or at his own request.

Any other boy, on attaining the age of 18, will cease to be included in the roll of boys, and should he, on reaching that age, be physically unfit for the ranks, he should be examined by a medical board.

Boy as trumpeter, &c.
Can. 267. 314. A boy will not be appointed trumpeter, bugler or drummer, unless, in the opinion of the C.O. he has attained a satisfactory standard of education.

2.—RECKONING SERVICE—PERMANENT FORCE.

Forfeiture of Service.
Imp. 278.
Can. 269. 315. A soldier of the Permanent Force serving on his first engagement, i.e., during the first three years of his service in the Permanent Force, forfeits the whole of his prior service in that Force and is liable to serve for the term of his original enlistment therein, reckoned from the date of conviction or of the order dispensing with his trial:—

- (a) On conviction, by court-martial, of desertion or fraudulent enlistment, or
- (b) If liable to trial, upon his trial being dispensed with on confession of desertion or fraudulent enlistment.

Similarly a soldier of the Permanent Force, serving on a re-engagement or a re-enlistment, who is convicted by court-martial of desertion or fraudulent enlistment, or who, being liable to trial, has had his trial for either of those offences dispensed with by the competent military authority, forfeits all prior service rendered by him during the period of such re-engagement or re-enlistment, i.e. from the day on which he last re-engaged or re-enlisted, and is liable to serve for the term of his last re-engagement or re-enlistment reckoned from the date of conviction or of the order dispensing with his trial.

Service so forfeited may, subject to the following limitations be restored:—

(c) Upon promotion to the rank of sergeant.

(d) Upon completion of three years clear of entry in the regimental conduct book, to reckon from termination of detention or imprisonment.

Upon becoming eligible, a man will be required to elect whether he will, or will not, reckon his former service. The choice will be entered in his records of service, and will not be altered subsequently.

The service to be restored will be:—

(e) If the soldier was serving on his original engagement at the date of desertion; the amounts actually reckoned at date of desertion.

(f) If serving on a re-engagement or re-enlistment at the date of desertion, the amounts actually reckoned towards completion of such re-engagement or re-enlistment at date of desertion.

In cases of fraudulent enlistment—the amounts of service, between the date of last fraudulent enlistment and the date of disposal of offence, which were forfeited upon conviction, or dispensation with trial.

This paragraph is sufficient authority for the restoration of forfeited service as provided for above, and will be quoted in records of service accordingly.

Cases not covered by the above rules, in which the soldier:—

(g) Has performed good and faithful service, or is otherwise deemed to merit the restoration of his forfeited service: or

(h) Has been recommended by a court-martial for the restoration of his forfeited service, may be submitted for consideration at Militia Headquarters.

3.—RANKS AND APPOINTMENTS, PRECEDENCE, PROMOTION AND EMPLOYMENT.

Ranks and Appointments.

316. The ranks and appointments held by warrant officers, Bands and N.C.Os. and men of the Militia are set forth in the following table, and the grant, under due authority, of any appointment therein detailed, will confer upon the holder the rank specified opposite that appointment in the table. When the appointment is classified under more than one rank, the lowest rank will be granted on appointment, unless the soldier already holds a higher rank:—

Can. 270.

Warrant Officers.

Rank.	Appointments.
Warrant Officer	Conductor, C.O.C. Master-gunner, 1st class. Staff sergt.-major, 1st class. Master-gunner, 2nd class. Garrison sergt.-major. Sergt.-major. *Armament sergt.-major. *Armourer sergt.-major. *Artificer sergt.-major. *Bandmaster. *Barrack sergt.-major. *Farrier sergt.-major. *Foreman of works sergt.-major. *Mechanist sergt.-major. *Sergt.-major, artillery clerk. *Sergt.-major, foreman examiner of laboratory stores. *Sergt.-major instructor. *Sergt.-major instructor in musketry. *Sergt.-major instructor in signalling. Staff sergt.-major. *Sergt.-major wardmaster. (H.Q. 41—M—S.) Sub-conductor, C.O.C. *Engineer storekeeper sergt.-major. *Engineer store accountant sergt.-major. *Superintending clerk.

*See para. 317

Non-commissioned Officers and Men.

(i) Master-gunner, 3rd class	Regtl. or Battalion Sergeant-major. *Acting bandmaster.
(ii) Sergeant-major (if not a warrant officer).....	Garrison Q.M.S. *Armament Q.M.S. *Armourer Q.M.S. *Barrack Q.M.S. *Engineer clerk Q.M.S. *Farrier Q.M.S. *Farrier Q.M.S. and carriage-smith. *Foreman of works, Q.M.S. *Laboratory Q.M.S. *Mechanist Q.M.S. *Orderly-room sergeant (when ranking as Q.M.S.). *Q.M.S. Artillery clerk. *Q.M.S. instructor. *Q.M.S. instructor in musketry. *Q.M.S. instructor in signalling. *Q.M.S. staff clerk. *Fitter Q.M.S. *Saddler Q.M.S. *Saddletree-maker Q.M.S. *Smith Q.M.S. *Staff Q.M.S. *Engineer Storekeeper Q.M.S. *Engineer Store Accountant Q.M.S. *Wheeler Q.M.S.
(iii) Quartermaster-sergeant..	

*See para. 317

Rank.	Appointments.
Squadron, battery, troop or company sergeant-major	*Company-sergeant-major artillery clerk. Battery-sergeant-major-instructor in gunnery. Company-sergeant-major-instructor in gunnery. Company-sergeant-major-instructor in gymnastics. Company-sergeant-major-instructor in musketry. Company-sergeant-major-instructor in signalling. Company-sergeant-major-instructor R.O.E. Staff colour-sergeant. Squadron-sergeant-major-instructor. Company-sergeant-major-instructor in fencing and gymnastics. Squadron-sergeant-major-roughrider.
Squadron, battery, troop or company quartermaster-sergeant	
(iv) Colour-sergeant	Colour-sergeant-instructor. Colour-sergeant-instructor in musketry. Colour-sergeant-instructor in signalling. *Orderly-room-sergeant (when ranking as colour-sergeant).
Staff-sergeant	*Armament-staff-sergeant. *Armourer-staff-sergeant. *Engineer clerk staff-sergeant. *Engineer storekeeper staff-sergeant. *Engineer store accountant staff-sergeant. *Farrier staff-sergeant. *Farrier staff-sergeant and carriage-smith. *Fitter staff-sergeant. *Foreman of works staff-sergeant. *Mechanist staff-sergeant. *Saddler staff-sergeant. *Smith staff-sergeant. *Wheeler staff-sergeant.

*See para. 317

Rank.	Appointments.
(v) Sergeant	*Engineer clerk-sergeant. *Engineer storekeeper-sergeant. *Engineer accountant-sergeant. *Farrier-sergeant. *Farrier-sergeant and carriage-smith. Sergeant-instructor in musketry. Sergeant-instructor in signalling. *Orderly-room-sergeant (when below the rank of colour-sergeant). Pioneer-sergeant. *Saddler-sergeant. *Saddletree-maker-sergeant. *Sergeant-artillery clerk. Sergeant of the band. Sergeant-bugler. *Sergeant-cook. Sergeant-drummer. *Sergeant-fitter. Sergeant-instructor in gymnasia. Sergeant-shoemaker. Sergeant-tailor. *Sergeant-orderly-room clerk. Sergeant-piper. Sergeant-trumpeter. *Smith-sergeant. Provost-sergeant. *Wheeler-sergeant.
(vi) Corporal	*Artificer-corporal. *Corporal orderly-room clerk. *Corporal artillery clerk. *Farrier-corporal and carriage-smith. (A.S.C.) Lance-sergeant. *Fitter-corporal. *Saddler-corporal. *Saddletree-maker-corporal. *Shoing-smith-corporal. *Shoing-smith-corporal and carriage-smith. *Smith-corporal. *Wheeler-corporal. *Corporal-cook.
(vii) Bombardier Second corporal Rank.	*Bombardier artillery clerk. *Bombardier cook.
(viii) Trooper, gunner, driver, sapper, pioneer (Engineers), or private..	Acting bombardier. *Acting bombardier artillery clerk. Armament-private. Armourer-private. Artificer. Bandman. Boy. Bugler. Drummer. Fitter. *Fitter. Kettle-drummer. Lance-corporal. Piper. Pioneer (Infantry). Saddler. Saddletree-maker. Shoing and carriage-smith. Shoing-smith. Smith. Trumpeter. Wheeler. *See para. 317

317. Warrant officers and N.C.Os. of the Canadian Army Pay Departmental Corps and Corps of Military Staff Clerks, and also those to whose titles an asterisk is prefixed in para. 316, are not entitled to assume any command or parade or duty, except over their juniors in their Corps and such soldiers as may be specially placed under their orders. In matters of discipline, however, they will at all times exercise the full authority attached to their rank or appointment.

Promotion and Precedence of Warrant Officers and Non-Commissioned Officers and Men.

Warrant Rank.

318. The position of warrant officers is inferior to that of all commissioned officers, but superior to that of all N.C.Os. Warrant officers of Permanent, City and Rural Corps are appointed by warrant signed by the Minister, and hold their ranks during pleasure.

319. Before promotion to warrant rank, non-commissioned officers of the Permanent Cavalry, Infantry and Army Service Corps must be in possession of a certificate from the Canadian School of Musketry.

320. Sergeant-majors, acting bandmasters, &c., of City and Rural Corps, except such as have held warrant rank in the Regular Army, will serve a probationary period of three years before promotion to warrant rank; and sergeant-majors in the cavalry and infantry of such corps must, in addition and irrespective of any rank previously held by them, be certified as qualified musketry instructors before such promotion.

321. All promotions to the rank of master-gunner in the Royal Canadian Artillery will be made from the list of warrant and non-commissioned officers of the regiment, who have passed through the master-gunner's course at the Ordnance College, Woolwich, England, and who have gained the qualifying certificate.

All promotions to the rank will, in the first instance, be as third class master-gunners. Subsequent promotions to second and first class (warrant officers) will depend on vacancies occurring in those ranks, and the men selected being recommended for promotion by the Officer Commanding the regiment.

322. Warrant officers of the Permanent Force must serve five years in each grade before being promoted to the next grade. Promotions to fill vacancies on establishments will be considered on their merits.

323. Acting bandmasters may be appointed, with rank not below that of sergeant, for a probationary period of three years.

324. When a D.O.C. recommends a promotion to warrant rank, he will apply to Militia Headquarters for the issue of a warrant, giving the following particulars:—

(a) Full Christian Name and Surname.

- (b) Date of birth, according to attestation.
- (c) Amount of pensionable service in the ranks calculated to date of recommendation.
- (d) Date on which promotion to previous rank (which should be stated) was made.
- (e) Date from which promotion to warrant rank is recommended.
- (f) A detailed statement of service from date of attestation.

Special
promotion.
C.O. 194—
1912.
Can. 273.

Staff Sergt.-
Major, 1st
Class, A.S.O.
(Can. 276.

Precedence
of warrant
officers.
(Can. 277.

325. Cases of promotion to warrant rank while on active service, or for distinguished conduct in the field, will be specially considered.

326. A staff sergeant-major, 1st class, of the C.P.A.S.O., C.A.P.C., or a Conductor, Canadian Ordnance Corps, will do duty as a subaltern officer when required, but he will not sit on courts of inquiry or on regimental boards. On all parades he will take post as an officer but will not salute.

327. The following will be the order of precedence of warrant officers, N.C.Os. and men:—

Warrant Officers.

- (i) Conductor, C.O.C.
Mastergunner, 1st class.
Staff sergeant-major, 1st class.
- (ii) Mastergunner, 2nd class.
- (iii) Garrison sergeant-major.
- (iv) All other warrant officers, except City and Rural Corps sergeant-majors, bandmasters, &c.
- (v) City or Rural Corps sergeant-major.
City or Rural Corps bandmaster.

The warrant officers in groups i and iv, rank with one another in these groups according to their promotion or appointment, except that a regimental sergeant-major ranks regimentally senior to the other members of groups iv and v, and the bandmaster ranks next after the sergeant-major.

Non-commissioned Officers and Men.

- (i) Mastergunner, 3rd class.
- (ii) Regimental or Battalion sergeant-major, when not a W.O.
Garrison, Regimental or Battalion Q.M. Sergeant.
- (iii) Squadron or Company, etc., Sergeant-major.
Squadron or Company, etc., Q.M. Sergeant.
Colour-sergeant.
Staff-sergeant.
- (iv) Sergeant.
- (v) Corporal.
- (vi) Bombardier or 2nd Corporal.
- (vii) Trooper, Gunner, Driver, Sapper, Pioneer (Engineers), Private, Trumpeter, Drummer or Bugler.

N.C.Os. included in any one of the foregoing groups will take precedence with one another according to the date of their promotion, except that:—

- (a) A garrison Q.M. sergeant will take precedence of all other Q.M. sergeants. Exceptions.
Can. 277.
- (b) A regimental or battalion Q.M. sergeant will rank regimentally above all other N.C.Os. holding those permanent ranks.
- (c) A non-commissioned officer holding the appointment of farrier staff-sergeant will rank regimentally below the squadron, battery or company sergeant-major or quartermaster-sergeant respectively.
- (d) A squadron, battery, or company sergeant-major will rank regimentally senior to the squadron, battery, or company quartermaster-sergeant, except for promotion.
- (e) A lance-sergeant takes precedence of all corporals, and an acting bombardier or lance-corporal takes precedence of all privates, &c.

Promotion To and In the Non-Commissioned Ranks.

328. The promotion of N.C.Os. and men is to be carried out as set forth in the following table:—

Can. 278.

Permanent Force.

Service and Unit	Promotion	Officer authorizing promotion.	Promotion made from.
E.C.D. and L.S.I.	Up to and including rank of sergeant.	O.C. Squadron.	Squadron Rolls.
R.C.D. and L.S.II.	Above the rank of sergeant.	O.C. Regiment or Corps.	Rolls in each Regiment or Corps.
H.C.H.A. } R.C.G.A. } R.C.H.A. } H.C.G.A. }	Up to and including rank of sergeant.	O.C.R.C.H.A. } O.C.R.C.G.A. } O.C.R.C.A. }	General Rolls in each Station.
	Above rank of sergeant.	O.C.R.C.A.	General Rolls, R.C.A.
R.C. Engineers } (G.O. 64—1912.) }	Up to and including rank of corporal.	O.C.R.C.E. at Station.	Company Rolls.
	Rank of sergeant.	O.A.R.C.E.	Company Rolls.
	Above rank of sergeant.	O.A.R.C.E.	General Rolls.
R.C.R.	Up to and including rank of sergeant.	O.C. Regimental Stations, R.C.R.	Rolls of Regimental Stations, R.C.R.
R.C.R.	Above rank of sergeant.	O.C.R.C.R.	General Rolls, R.C.R.
C.P.A.S.C.	All ranks.	Officer Administering Corps.	General Rolls, C.P.A.S.C.
P.A.M.C.	All ranks.	Officer Administering Corps.	General Rolls, P.A.M.C.
C.O.C.	All ranks.	P.O.O. as Officer Administering the C.O.C.	General Rolls, C.O.C.
C.A.P.C.	All ranks.	Officer Administering Corps.	General Rolls, C.A.P.C.
Corps of Military Staff Clerks.....	All ranks.	Officer Administering Corps.	General Rolls, Corps of Military Staff Clerks.

City and Rural Corps.

Service and Unit.	Promotion	Officer authorizing promotion.	Promotion made from
Cavalry and Mounted Rifles.....	All ranks.	O.C. Regt. or Independent Squadron	Rolls in each Regt. or Independent Squadron.
Canadian Field Artillery (Reg't. Staff) (Batteries)	All ranks.	O.C. Brigade.	Rolls in each Brigade.
Canadian Garrison Artillery.....	All ranks.	O.C. Battery.	Rolls in each Battery.
Canadian Engineers	All ranks.	O.C. Regt. or Independent Company	Rolls in each Regt. or Independent Company.
Corps of Guides....	All ranks.	O.C. Company.	Rolls in each Company.
Infantry.....	All ranks.	Officer Administering Corps.	General Rolls of Corps.
Signalling Corps...	All ranks.	O.C. Regt. or Independent Company	Rolls in each Regt. or Independent Company.
Canadian Arm. Service Corps...	All ranks.	Officer Administering Corps.	General Rolls of Corps.
Canadian Arm. Medical Services	All ranks.	O.C. Company.	Rolls in each Company.
		O.C. Field Ambulance.	Rolls in each F.A.

Supernumerary N.C.O.s.
Can. 279.

A.O. 16—
1914.

Squadron Sergt.-Majors and Colour-Sergts.
Can. 280.

Sergt.-Instructors in Gunnery, R.C.A.
Can. 281.

Orderly Room N.C.O.'s.
Can. 282.

Promotions and appointments of N.C.O.
Can. 288.

329. Promotions will not be made to any rank in any corps where there are supernumerary N.C.O.s serving in that rank. The established number of N.C.O.s of the various grades for whom pay can be drawn is laid down in Militia Establishments. Upon mobilization, however, Brigade Commanders are authorized in cases of necessity to sanction the temporary appointment in excess of the establishment, of a small number of unpaid lance-sergeants, lance-corporals and acting bombardiers.

A District or Brigade Commander may confer unpaid acting non-commissioned or lance rank upon a N.C.O. or man employed on extra-regimental duty if he considers it necessary in the interests of discipline to do so.

330. A squadron-sergeant-major, squadron-quartermaster-sergeant, or colour-sergeant, will be selected by a C.O. from the sergeants of his command. Squadron-sergeant-majors and colour-sergeants have the honourable distinction of attending the Standards and Colours.

331. Sergeant-instructors in Gunnery in the R.C.A. will be promoted from the list of non-commissioned officers in the regiment who have passed through the Gunnery Staff Course, England, and obtained a qualifying certificate.

332. An orderly-room-sergeant must not be promoted to be squadron-sergeant-major, squadron-quartermaster-sergeant or colour-sergeant, except as provided in P. & A. Regulations, unless it is intended that after such promotion the N.C.O. is to do duty in the vacancy to which he is promoted; nor is any sergeant to be appointed to the above named ranks with a view to being appointed orderly-room-sergeant.

333. Except in the Permanent Force all non-commissioned officers retain their rank during the pleasure of the Commanding Officer.

334. All non-commissioned officers should be urged to qualify N.C.O. to for promotion by obtaining certificates of qualification from a school of military instruction.

335. A non-commissioned officer will not be promoted to the rank of sergeant (except orderly-room-sergeant, pay-sergeant, or sergeant-cook), in the Cavalry, Artillery, Engineers, Infantry or Army Service Corps, unless he is in possession of a certificate from a school of military instruction, or has served for a least one year in His Majesty's Regular Forces or the Canadian Permanent Force.

Resignation and Removal of N.C.O.s, Permanent Force.

336. A N.C.O. may, with his C.O.'s consent, resign his rank, and revert to the rank or position previously held, but he is not to be allowed to do so in order to escape trial by court-martial, unless with the sanction of an officer not below the rank of Colonel. An entry of the fact is to be made in the N.C.O.'s attestation, and signed by him as his C.O.

337. A soldier may be removed from his appointment by order of his C.O. (if the soldier's permanent rank is higher than that of corporal, the sanction of an officer not below the rank of Colonel must be obtained). He will, if so removed, revert to the ordinary duty of his permanent rank, remaining supernumerary until absorbed into the first vacancy.

338. When a N.C.O. who has been removed from his appointment is not in every respect fully qualified to perform the ordinary duties of his permanent rank, application may be made to Militia Headquarters for reduction to a lower rank.

339. A military foreman of works, an engineer storekeeper, a military mechanist, or an engineer clerk, if not considered to be in every respect qualified to perform his duties, cannot be removed from his appointment by order of his C.O., but is liable, by orders from Militia Headquarters, or the recommendation of the Officer Commanding the District, and similarly in the case of a topographic surveyor or the recommendation of the Chief of the General Staff, to be returned to military duty in the rank held by him immediately prior to appointment.

340. A warrant officer or N.C.O. reduced to a lower rank will take rank and precedence in the lower rank from the date of the signing of the original sentence of the court-martial, or, in the case of reduction by order from Militia Headquarters (para. 338), from the date approved in such order. If a sentence of reduction passed by a court-martial is wholly remitted, the warrant officer or N.C.O. will, if no service is forfeited, retain his seniority.

Armourer Section, Canadian Ordnance Corps.

341. Armourers will be under the command of the Senior Ordnance Officer of the District in which they are serving.

342. Application by O.C. units for the services of an armourer will be addressed to the Senior Ordnance Officer of the District.

Not required to perform exceptional work.
Can. 293.

343. Armourers will not be called upon to perform any work requiring special instruction which they have not received, except such tiding repairs as are plainly within their capabilities; and they will not, without authority, be employed upon any description of work other than that provided for by the Regulations for Ordnance Services.

Periodical Inspection.
Can. 294.

344. When the periodical inspection of the arms of a unit by an officer in the Inspection Department takes place, that officer will also inspect the armourer's shop and appliances (where such exist) and will inquire as to the work done by the armourer, and the manner in which it has been done. He will also submit a report of the result of his inspection and inquiry to Militia Headquarters.

Armament Artificer Section, Canadian Ordnance Corps.

Command.
Can. 295.

345. Armament artificers will be under the command of the Senior Ordnance Officer in the District.

Recommendations of soldiers.
Can. 296.

346. All recommendations for soldiers to be trained as armament-artificers will be made to Militia Headquarters, and will be accompanied by a copy of their records of service and of their conduct sheets, and a report by an Inspector of Ordnance Machinery that they have been practically tested at their trade, and are up to the standard of first-class fitters.

Enlistment.
Can. 297.

347. No man is to be enlisted as an armament-artificer until he has passed a satisfactory test, and a certificate has been furnished as to his qualifications and fitness by the Inspector of Ordnance Machinery.

Can. 298.

348. An armament-artificer will, on the day of his attestation, be promoted staff sergeant. Should he be subsequently reduced for misconduct, he will not, except under very special circumstances, be eligible for promotion until he has served in an exemplary manner, for at least one year.

Employment not to be interrupted.
Can. 299.

349. Artificers will not, unless it is absolutely necessary, be removed from their employment to attend parades or inspections, nor should they be detailed for guard, picket, or police duty. They will be exempted from the gymnastic course.

Casualties.
Can. 300.

350. Casualties occurring at any station will be reported forthwith by the Senior Ordnance Officer to the Principal Ordnance Officer, who will make the necessary arrangements to fill the vacancy.

4.—CORPS OF MILITARY STAFF CLERKS.

Para. 351, K.R. & O. (C.M.) 1917, is amended as follows:
G.O. 59
1918.

The first sentence of Para. 351 is cancelled and the following substituted therefor:

"The Command and Administration of this Corps is vested in such Officer at Militia Headquarters as may be detailed for such duty by the Adjutant-General."

(H.Q. 28-1-32).
(P.C. 382 of 18-2-18.)

G.O. 64—
1912.

Section A, which provides for quarter Offices—trained military clerks who are liable to and fit for service in the field, and

Section B, which provides a Staff Orderly Service for Militia Headquarters.

354. If, in the opinion of the Adjutant-General, men enlisting Military in Section A of the C.M.S.C. require military training, they will be attached to a Permanent Corps for such training for a period of three months.

355. Men of Section A, C.M.S.C., when considered sufficiently trained as soldiers, will be employed at clerical work for a probationary period of three or more months and may be given the acting rank of sergeant during such probationary period.

356. Men of Section A, C.M.S.C., found satisfactory at the expiration of the probationary period provided for in para. 355, will be confirmed in the rank of sergeant from the date of the commencement of such probationary period.

357. Officer Clerks, for duty at Militia Headquarters, will be appointed to Section A, C.M.S.C., by selection from among the warrant officers of the Permanent Force.

358. Men enlisted in or transferred to Section B, C.M.S.C., will remain upon probation for the first three months of their service therein. Men transferred to Section B will, during their probationary period, be shown in their former units as "on command."

359. Any soldier of the C.M.S.C. becoming inefficient or otherwise unsatisfactory may, at any time, be discharged under para. 377 (12) or be returned to duty with his former corps.

360. Provisions for promotion in the C.M.S.C. are contained in the Pay and Allowance Regulations.

5.—CARETAKERS.

361. The appointment of caretakers will, whenever possible, be made from non-commissioned officers and men of the Permanent Force who may be desirous of obtaining such employment, under the following conditions:—

(a) That they are recommended for appointment by their C.Os.

(b) That they are steady, reliable and deserving, with upwards of 15 years' service.

(c) That they fully understand that they will be held responsible for the production of all articles of clothing and equipment placed in their custody and which are not authorized by the Commanding Officer to be out on issue; and also that all such articles are maintained in good condition.

(d) That the period of appointment is limited to 5 years which may be extended for a similar period or periods on the recommendation of an inspecting officer, to be concurred in by the District Officer Commanding.

(e) That they shall be borne on the strength of the corps to which they belong, supernumerary to the establishment.

(f) That, if at any time during their employment as caretakers, the inspecting officer reports adversely on the manner in which they are performing their duties, they shall, if such report is concurred in by the District Officer Commanding, be summarily removed without recourse, and returned to duty with their units.

Can. 305.

H.Q. 144—
1-4.

(g) That in the event of any person being selected for employment as caretaker who has not the necessary qualification, his appointment as such will be conditional on his at once qualifying at a Royal School of Instruction in accordance with the syllabus for caretakers (Appendix XIII) of that arm of the service to which the equipment, stores, &c., of which he is in charge, pertain.

(h) That, in the event of a non-commissioned officer or man of the Permanent Force not being available for appointment, and in consequence of it becoming necessary to appoint a civilian caretaker the civilian so selected must be regularly enlisted in a unit of the Permanent Force of the same branch of the service as the unit to which he is to be appointed caretaker. He must also fulfil the following conditions:—

(i.) Be of good character and an active, industrious, thoroughly temperate and sober man, with satisfactory recommendations.

(ii.) Be an active member of a local corps.

(iii.) Understand the care of arms and clothing.

(iv.) Be qualified to drill a cadet corps or an infantry company.

(i) To be able to read, write and keep simple accounts.

(k) To know how to make demands for stores, and to return unserviceable articles to store.

(l) To have a thorough knowledge of the regulations for small arms and machine guns, and as to preparations for issue and storing.

(m) Thoroughly to understand the precautions necessary in storing clothing, and the methods used for its preservation while stored.

(n) To understand the different orders of dress and equipment.

(o) To have a knowledge of the names of the different parts and to understand the care and preservation of the various signalling instruments used by corps.

(p) To have a general knowledge of the care and preservation of transport wagons.

(q) Thoroughly to understand the working of furnaces, and of heating and lighting arrangements.

Special Qualifications, Cavalry, Artillery, Engineer and C.A.S.C. Caretakers.

(r) To understand the care of harness and saddlery, cleaning, dubbing, stripping and putting together, marking and preparing for issue and storing.

(s) To have a general knowledge of such ordnance and warlike stores as are placed in their charge including the care and preservation of the same.

(t) To be able to take apart and re-assemble the breech fittings of guns in their charge, and to prepare them for issue and storing.

(u) To have a general knowledge of the different articles of equipment of an engineer unit and to understand the care and preservation of such articles.

(v) Thoroughly to understand the infantry equipment, and the methods for preserving, cleaning and storing such equipment.

6.—TRANSFER TO OTHER CORPS.

General Instructions.

362. The consent of a soldier will invariably be required before transferring him to another corps, except as provided by Section 83 of the Army Act. Transfers can only be made from one Permanent Corps to another or from one unit of the Active Militia to another, and not from one unit of the Permanent Force to one of Active Militia or vice versa. Can. 306.

363. The transfer of a soldier at his own request and when authorized by the D.O.C. may be made as above, provided the expense to the public of such transfer does not exceed ten dollars. Authority for transfer. Can. 307.

364. For the purpose of transfer, the following are to be considered the C.Os. of Corps:—
Cavalry, Artillery and Infantry—the C.O. of the regiment.
Other Corps and Services—The Officer Administering the corps or Service. Definitions of C.O. for transfers. Can. 308.

365. The transfer of a N.C.O. will not be authorized unless a vacancy exists in his rank in the unit to which he wishes to be transferred. Transfer of N.C.O. Can. 310.

366. A transfer should be authorized from a given date, from which the soldier will be struck off the strength of his old corps and taken on that of the new on the following day. Date of transfer. Can. 314.

City and Rural Corps.

367. Every man transferred from one City or Rural Corps to another will be furnished by the Adjutant with a certified copy of his service up to date of transfer, showing date of last attestation and any certificate of competency he may have obtained. Transfer papers. Can. 316.

Permanent Force.

368. Application for transfer will be made through the applicant's C.O. indicated in para. 364, who will attach to the application a copy of the applicant's attestation paper (M.F.B. 235) completed to date, noting thereon any objection or disqualification, and pass the papers to the C.O. under whom the applicant asks to serve. The latter C.O. will add his remarks and return the papers which will then be forwarded for the approval of the D.O.C. under whom the applicant is serving. Application for transfer. Can. 309.

369. Transfers to the C.P.A.S.C., P.A.M.C., Canadian Ordnance Corps and Canadian Army Pay Corps may be made on probation for three months, which period may be reduced if the probationer shows special aptitude. C.P.A.S.C. C.O. 19—1912.

If the probation is satisfactory, final transfer will be carried out by the Officer Administering the Corps in which the probationer is on trial, and a copy of the order confirming the transfer will be sent to the O.C. former unit. Transfer to C.P.A.S.C. Can. 311, 312, 313.

If the probation is not satisfactory, the Officer Administering the Corps will authorize the return of the probationer to his unit.

370. The transfer of a younger brother from one corps of the Permanent Force to another to enable him to serve with an elder brother may be specially authorized. The application Transfer of brothers. Can. 315.

G.O. 82—
1914.

General
Qualifications.

Artillery
Caretakers.

Engineer
Caretakers.

Infantry
Caretakers.

Qualification
for transfers.
Can. 317.

will state if a bona-fide relationship exists between the men as shown by the entries of next-of-kin, and also if the conduct of both has been good. If the O.C. the unit in which the younger brother is serving objects to the transfer, either brother may, on appeal, be transferred to serve with the other.

371. The qualifications for transfer to certain Permanent Corps are:—

Corps to which transfer is desired.	Class of men eligible.	Qualifications required.
C.P.A.S.C. { (a) Transport Branch. (b) Supply Branch.	Soldier who is a wheelwright, carriage or shoeing-smith, collar-maker, or accustomed to care of horses. Soldier who is a taker, butcher or clerk.	Service—One year and upwards. Character—Good. Age—Under 30 years. Education—Able to read and write. Condition—Unmarried.
P.A.M.C.	Soldier.	
Canadian Ordnance Corps.	Soldier, the most suitable being a clerk, saddler, saddletree-maker, wheelwright, carpenter, tinsmith, blacksmith, cooper, sailmaker, painter.	Service—One year and upwards. Character—Very good. Education—Good.
Corps of Military Staff Clerks.	Soldier who is a clerk and good penman.	Character—Very good. Education—Good.
Canadian Army Pay Corps	Soldier who is a clerk and good penman.	Service—One year and upwards. Character—Very good. Education—Good.

Records of
transfer.
Can. 317A.

372. Immediately a transfer is authorized the documents of the soldier will be disposed of as directed in para. 1696 (iv) and (v). The O.C. of the unit from which the transfer is made will notify the transfer to the officer i/c records of that unit.

7.—DISCHARGE.

General Instructions.

In case of
disability.
Can. 321.

373. Upon the discharge of a soldier at the termination of his engagement, if the Medical Officer in charge of his unit reports that he is suffering from any disability which would lessen his earning power in civil life, a Medical Board will be assembled to determine the cause of his disability, its probable duration, and the amount of the incapacity at the time. His discharge documents with the proceedings of the Medical Board will be submitted to Military Headquarters to determine whether or not he has any claim upon the public.

City and Rural Corps.

Discharges,
City and
Rural Corps.
Can. 318.

374. Discharges from City and Rural Corps will simply be a record of service (Form B.350 or B.350a), and will not include reference to character, except in cases where men have grossly misbehaved or have shown an utter lack of military qualities such as subordination, when the discharge will be endorsed in red ink "has not proved himself a good soldier."

After 8
months am-
bodiment, &c.
Can. 319.

375. In cases of the mobilization or embodiment of a City or Rural Corps for a period of three months or over, discharges will conform to the regulations governing the Permanent Force.

Permanent Force.

376. When a soldier of the Permanent Force is brought forward for discharge, his C.O. will prepare the "Proceedings on Discharge" (M.F.B. 218) for confirmation, in accordance with the instructions thereon. Can. 320.

In the case of a soldier granted a furlough under para. 1210 the certificates on M.F.B.218 requiring the soldier's signature may be completed and signed before the soldier proceeds on furlough. A.O. 268—1912.

377. Discharges from the Permanent Force will be dealt with as follows:—

Cause of discharge.	Officers competent to		Special instructions.
	Authorise Discharge.	Confirm Discharge.	
(1) Having been irregularly enlisted.....	A.G.	O.C.	When it is found that a recruit has been irregularly attested, a report of the case together with the recruit's attestation paper, is to be furnished to D.O.C.
(2) Not being likely to become an efficient soldier for any one or more of the following reasons :—			
(a) If rejected by Medical Officer and O.C. Unit.	O.C.	O.C.	In discharges under (a) and (b) the form of Proceedings on Discharge will be dispensed with and discharge will be carried out on the man's attestation papers.
(b) If passed by Medical Officer but rejected by O.C. Unit stationed away from place where medical examination took place	D.O.C.	O.C.	
(c) Recruits within three months of enlistment who are considered unfit for service.	D.O.C.	O.C.	Under (c), a medical officer is to report (at the end of each month) to the C.O., who will apply for a medical board. If the man is found unfit, the O.C. will discharge the man without delay, and an extract from the report of the medical board will be attached to the discharge documents. A recruit admitted to hospital prior to completing three months' service and found to be of defective intelligence, but not actually insane, will also be discharged under (c). A recruit considered by his C.O. undesirable on account of conduct and thus unlikely to make an efficient soldier, may be discharged under (c), subject to the approval of the D.O.C.

Imp. 392.
(H)
(c)

Cause of discharge.	Officers competent to		Special instructions
	Authorize Discharge	Confirm Discharge	
Imp. 892. (iii) (c) (d) Recruit who having undergone a course of physical training, is recommended by a board of officers to be discharged, or in the case of a mounted corps, is unable to ride.	O.C.	O.C.	Under (d), an extract of the proceedings and finding of the board should be attached to the discharge documents.
(e) Recruits unfitted for the duties of an instructional corps.	A.G.	O.C.	The special instructions under (a) and (b) are also applicable to men to be discharged under (e).
(f) Boy, who on reaching 18 years of age, is considered physically unfit for the ranks.	O.C.	O.C.	Under (f) the C.O. will report to the D.O.C. who will arrange for the boy's examination by a Medical Board.
(3) Having claimed his discharge on payment of \$15.00 within three months of his attestation.		O.C.	Discharge under this sub-paragraph cannot be claimed if applicant's corps is on, or wanted for, active service. The \$15.00 must be paid to the C.O. within three months of the date of attestation. Directly the money is received the discharge must be carried out.
(4) At his own request after three months' service, on payment of \$2.00 per month of unexpired service.	O.C.	O.C.	
(5) Having claimed his discharge under Sec. 11 (a) of the Militia Pension Act.	A.G.	O.C.	
(6) Having made a misstatement as to age on enlistment and being:			Discharge under this heading applies to soldiers who stated their age as 18 years or upwards and for whose release application is made by the parents.
(a) Under 17 years of age at date of application for discharge, or.	O.C.	O.C.	(a) If the man is under 17 years of age the C.O. will, if satisfied that the birth certificate produced refers to the soldier in question, proceed with the discharge without further reference.
(b) Between 17 and 18 years of age at date of application for discharge.	D.O.C.	O.C.	(b) If between 17 and 18 years of age, the application will be submitted for the decision of the D.O.C. together with the following documents:—(i) Parent's application. (ii) Certificate of birth certified by C.O., as referring to soldier in question. (iii) Soldier's duplicate attestation. (iv) Soldier's statement as to whether or not

Cause of discharge.	Officers competent to		Special instructions
	Authorize Discharge	Confirm Discharge	
			he wishes discharge. (v) Report obtained by C.O. from reliable sources as to number and circumstances of soldier's family, if such is made a point in application for discharge.
(7) Having been convicted by the Civil Power of..... or of an offence committed before enlistment....	D.O.C.	O.C.	Every conviction for an offence of a soldier's case will be referred to the D.O.C. The special instructions under (8) are also applicable to men to be discharged on conviction by Civil Power. If it is considered advisable to discharge a soldier who has been bound over to come up for conviction or judgment in a civil court, his case will be dealt with under class (8).
(8) For misconduct....	D.O.C.	O.C.	Application accompanied by conduct sheet (or copy) and copies of civil convictions to be made to the D.O.C., who will authorize the discharge if he thinks it desirable to do so. It should be stated if the man is thought to have misconducted himself with a view to discharge. In case of conviction by a court-martial or by Civil Power, in consequence of which the discharge of the man is desirable, the application should be made as soon as the man is sent to prison. The discharge certificate continued for the date of despatch will be sent to the Governor of the prison in which the man is confined.
(9) The termination of his period of engagement.....		O.C.	The discharge should be confirmed for the day on which the soldier completes his engagement or as soon after as possible.
(10) Having been found medically unfit for further service.....	O.C.	O.C.	A soldier found medically unfit to re-engage will be dealt with under this heading. See para. 372.
(11) Having been sentenced to be discharged with ignominy....		O.C.	The discharge to be carried out at once and the certificate sent to the Governor of the prison, if confined in civil prison.
(12) Having become unfit for his special duties.....	A.G.	O.C.	
(13) His services being no longer required....	D.O.C.	O.C.	Only applicable to:— (a) Soldier who cannot be discharged under any other heading. (b) Boy.

*Only applicable to convictions during a soldier's service.

Imp. 892.
(xvi)Imp. 892.
(xxv)

Can. 322. Application for discharge in cases other than those specified in the preceding table will be submitted to Militia Headquarters.

Medical Board. Imp. 399. 378. When a man is considered by the medical officer in charge and the Assistant Director of Medical Services to be unfit for service, the Assistant Director of Medical Services will arrange for him to be examined by a medical board. If the man is pronounced unfit for further service the O.C. will authorize the discharge.

Certificate of Discharge. Can. 322A. 379. A parchment certificate of discharge (M.F.B. 241) will be given to each man on completion of his engagement. The certificate will be signed by the officer carrying out the discharge and delivered, free from erasure, if possible, on the last day of the man's service. When this falls on Sunday, Christmas Day or Good Friday, the discharge should be confirmed for that day, but the man may receive his certificate and be allowed to go away on the previous day.

When discharged on account of wounds, &c. Can. 322A. 380. When the discharge of a soldier as medically unfit is attributable to wounds or injuries (however received) a brief statement of the nature of the wound or injury, and of the circumstances under which sustained, should be added to the cause of discharge in the certificate of discharge, except in cases where it would be clearly to the disadvantage of the soldier that such an addition should be made.

Disposal of Soldiers on Discharge from Permanent Force.

Conveyance home. Can. 323. 380. Instructions as to transport to his home for a soldier on discharge will be found in the Pay & Allowance Regulations.

Discharge by purchase. Can. 324. 381. Discharge by purchase during the first year of service will be conditional upon the refund by the applicant of any amount received by him for transport under the Pay & Allowance Regulations.

Monthly Report. Can. 325. 382. A separate return (M.F.B. 203) is to be sent by the Commanding Officer to Militia Headquarters at the end of each month, showing the regimental number, rank and name of each man so discharged during the month, the date of his discharge, the unexpired period of his engagement, and the amount paid therefor.

Sick or discharged at time of discharge. Can. 327. 383. A discharged soldier who, on account of illness or disability, is unable to proceed to his home, will be subsisted in hospital under the Pay & Allowance Regulations. In such a case it will not be necessary to cancel a man's discharge, but he must not be retained in hospital after he is fit to travel, unless further remedial treatment is advised by the Assistant Director of Medical Services, in which case a monthly report should be made for the information of Militia Headquarters, stating the reason necessitating retention.

Escort for helpless and lunatic soldier. Can. 328. 384. A helpless discharged soldier, or a lunatic soldier, transferred from one hospital to another, or handed over to the charge of the civil authorities, or to his friends, will be accompanied by an unarmed conducting party to be furnished on the application of the Medical Officer in charge. The C.O. will apply to the D.O.C. for permission to detail a conducting party, and will transmit a medical certificate stating the necessity for its employment and determine its strength.

385. An officer by whom the discharge of a soldier belonging to other Corps, to a corps not under his command is carried out will notify at once the O.C. or Officer Administering the Corps of the cause and date of such discharge. Can. 329.

386. To prevent re-enlistment of a man discharged from the Permanent Force for misconduct, the Confirming Officer will (as soon as the man is discharged) transmit to all Commanding Officers, Permanent Force, the name and description of the man so discharged. Can. 330.

387. Instructions as to disposal of documents after discharge will be found on the "Proceedings on Discharge" (M.P.B. 218). Can. 331.

Recording Conduct and Character of Soldier of Permanent Force.

388. The guiding principle in examining a soldier's conduct sheets with a view to assessing his character, is to differentiate between a man's character as a soldier and his character as a man. Can. 332.

The main object of giving a soldier a certificate of character is to assist him in obtaining employment in civil life, and the certificate should be so worded that employers of labour can readily estimate the true worth of the man. In addition to recording his character, the certificate should contain any information which would show what qualification a man possesses as regards civilian employment, e.g., "thoroughly sober and reliable"; "accustomed to the care of horses and a good groom"; "a good clerk, painstaking and industrious"; also, if desired by the soldier, "wife (here state Christian name in full) is a fair, good, very good (washerwoman, needlewoman, &c.)"; or any other special qualifications which a woman may possess.

389. The success of arrangements for providing civil employment for a discharged soldier must, in a great measure, depend upon the manner in which the character of a man is estimated. If men recommended as of "good" character are found to be untrustworthy or unsteady, the confidence of employers of labour will not be gained. On the other hand, if, on account of comparatively trifling irregularities of a purely military nature, a man is refused a good character, his subsequent career in civil life may be injuriously affected. The responsibility, therefore, of a C.O. in this respect is very great, and his special attention is directed to the subject. Can. 333.

390. To ensure uniformity in estimating and recording a man's character while serving, or on discharge, the following terms will be strictly adhered to:—

- (i.) Exemplary.
- (ii.) Very good.
- (iii.) Good.
- (iv.) Fair.
- (v.) Indifferent.
- (vi.) Bad.
- (vii.) Very bad.

391. In estimating the character of a soldier, a C.O. will take into consideration any entries in a man's medical history sheet for admission into hospital on account of alcoholism. In Recording character. Can. 334. Method of Can. 335.

cases where the character recorded is "indifferent," "bad," or "very bad," the reason for recording such a character will be briefly stated in the "Proceedings on Discharge," the man's conduct as a soldier being separated as much as possible from his character as a man, for example—(i) "conduct indifferent, has been guilty of frequent acts of absence, but is smart, willing, and hardworking"; (ii) "conduct indifferent, has been addicted to drink, but is a smart soldier and respectful to his officers"; (iii) "conduct bad, has been guilty of desertion, but has proved a gallant soldier in the field." In cases where the character is recorded as fair, or upwards, the C.O. will supplement it (when in the soldier's interest) by the words:—

(a) No offence in whole service of years;

or,

(b) No offence during the last years;
and (where applicable)

No instance of drunkenness in whole service of years.

Any such particulars that can be truthfully recorded in favour of the soldier should also be inserted in his certificate of character, but the reason for assessing the character as indifferent, bad, &c., is not to be inserted in the certificate.

392. An "exemplary" character is the highest that can be given to any soldier, and is to be given only to a man whose period of service has enabled his conduct to be thoroughly tested. It is to be reserved, therefore, for a man who has served for at least six years, who has not incurred more than the following number of entries in the regimental conduct sheet, and has been clear of an entry in the regimental conduct sheet for the periods stated in the subjoined table:—

Length of Service	No. of Entries* allowed in	Years clear of entry in*
	Regimental Conduct Sheet	
6 and under 9 years.....	3**	5
9 " " 12 ".....	4	6
12 " " 15 ".....	5	7
15 " " 18 ".....	6	8
18 and upwards.....	7	9

*Including those entries referred to in the last sentence of para. 1802.

**Not more than one to be a case of drunkenness.

Imp. 419.

In the case of a soldier of 18 years' service or upwards, the restriction as to the number of entries allowed will only apply to the last 16 years of his service.

When a soldier has become eligible for the award of an exemplary character, he will not forfeit such eligibility unless he subsequently incurs a regimental entry.

The C.O. is the sole judge as to whether or not an exemplary character should be granted. Though the soldier fulfils the above conditions, the grant of an exemplary character is discretionary and not obligatory.

393. In cases where a more favourable character than "fair" cannot be given to a N.C.O., the reasons will be briefly recorded in the proceedings on discharge, but not in the parchment certificate of discharge. Can. 387.

394. A bad character is not to be given to a N.C.O. Can. 388.

395. When a recruit is discharged before he has completed wording of one month's service, and receives a good character, the words "during his days' service" should be added after the word "good" in the proceedings on discharge and in the parchment certificate of discharge. Can. 389.

396. A duplicate or copy of the discharge, or extract from official records, will not be issued to a discharged soldier. A copy of certified copy of the record of a man's services will be supplied to the officer charged with his payment, if asked for. Duplicates or certificates. Can. 340.

Description and Measurement on Discharge.

397. The description and measurement entered in the "Proceedings on Discharge," and the discharge certificate, should invariably be taken on the date upon which those documents are prepared. Can. 341.

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401.

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SECTION VIII.—DISCIPLINE, COURTS-MARTIAL, IMPRISONMENT, COURTS OF INQUIRY, BOARDS AND COMMITTEES.

1.—DISCIPLINE.

General Instructions.

Discipline.
Can. 842.

403. A willing, prompt, and implicit obedience of all ranks to superior authority charged with responsibility is the substance of true military discipline.

Courtesy is indispensable to discipline. Commanding Officers should not only bear this in mind, but they should inculcate the principle in those under their command. Whenever it becomes necessary, in order to check carelessness or neglect of duty, admonition or reproof (unless the occasion demands public example) should be conveyed privately where practicable.

Administration of discipline.
Can. 843.

404. An Officer Commanding a District will be responsible for the discipline of all the troops in his command.

Every unit or detachment of the Permanent Force, is, for the purposes of discipline, to be under the orders of the officer commanding the station in which it may be quartered.

Permanent Force and those attached.
Can. 844.

405. The officers, non-commissioned officers and men of the Permanent Force, as well as the officers and non-commissioned officers attached thereto for instruction, shall, for purposes of discipline, be held to be called out for service and shall be subject to the laws and regulations which, under the provisions of the Militia Act, apply to officers, non-commissioned officers and men so called out.

Official Secrets.
Can. 845.

406. A General or other Officer Commanding is responsible that all persons employed under him are made acquainted with the provisions of the "Criminal Code," Chapter 146, Revised Statutes of Canada, 1906, Sections 85, 86, and 592, and a record that this has been done should be kept in every office. See Appendix IV.

Acquaintance with orders.
Can. 845A.
G.O. 80—1910.

407. Officers will acquaint themselves with regulations and orders. Ignorance of published orders will not be admitted as an excuse for their non-observance. Soldiers will be held personally responsible that they make themselves acquainted with such orders and detail of duties as are posted in quarters as directed by para. 893.

Prevention of crime.
Can. 846.

408. A C.O. is to use every effort to prevent crime and to suppress any tendency to screen its existence. For first offences, not of an aggravated character, admonition is the most suitable treatment. Punishment should only be resorted to when admonition has failed to have effect.

Treatment of soldiers.
Can. 847.

409. An officer of any rank will adopt towards his subordinates such methods of command and treatment as will not only ensure respect for authority, but also foster the feelings of self-respect and personal honour essential to military efficiency.

Observance of the rule by N.C.Os.
Can. 848.

410. Warrant officers and N.C.Os. will be guided by the foregoing principles in dealing with each other and with private soldiers. They will avoid intemperate language or an offensive manner.

411. An officer is not to reprove a N.C.O. in the presence or reproach of hearing of privates, unless it is necessary for the benefit of the example that the reproof be public. Can. 849.

412. A N.C.O. of higher rank than corporal is not to be court-martialed by any court-martial inferior to a D.C.M., except when a martial for D.C.M. cannot, having due regard for the public service, be assembled. Of these circumstances the sole judge will be the N.C.Os. Can. 850.

413. In a civil court an officer or soldier will remove his headress while the judge or magistrate is present, except when a civil officer or soldier is on duty under arms with a party or escort inside the court. Can. 851.

414. The manner in which an officer or soldier should proceed to obtain redress for any grievance under which he receives himself to be suffering is prescribed in Sections 42 and 43 of the Army Act and the notes thereto in the Manual of Military Law. Such complaint must be forwarded through the complainant's Commanding Officer, who will transmit the same, for consideration at Militia Headquarters if necessary. An officer or soldier may also make any complaint to an inspecting general as laid down in para. 89. These methods of complaint alone will be recognized, and an officer or soldier is forbidden to use any other method of obtaining redress for a grievance, real or supposed. When claims are advanced by a soldier they are to be fully and distinctly stated, and such explanations are to be annexed as may be necessary, with a view to their being fully investigated and adjusted as soon as practicable.

415. Everything in the nature of combination to obtain redress of grievances is strictly forbidden among individuals composing a military force. Each individual must speak for himself alone. Appeals for redress by "round robins" or by means of any document bearing the signature of more than one complainant, are strictly forbidden. Can. 852.

416. Officers commanding companies, &c., will ascertain before the day of inspection, whether any men wish to see the inspecting officer concerning any matter. Any complaints will be investigated, and settled if possible, by the Commanding Officer. If not so settled, a return containing the names of the men, the subjects of their complaints and a blank column for remarks will be laid before the inspecting officer. G.O. 80—1910.

417. Anonymous complaints, and the publication through the medium of the press of anything calculated to act injuriously on the interest of the service, or to excite discontent in the Militia, are strictly prohibited. Can. 853.

418. An officer is at all times responsible for the maintenance of good order and the rules and discipline of the service; he is to afford the utmost aid and support to the C.O. It is his duty to notice, repress, and instantly report, any negligence or impropriety of conduct of N.C.Os. and private soldiers whether on or off duty, and whether the offenders do or do not belong to his particular unit. Can. 854.

419. A C.O. should impress upon all under his command the propriety of courtesy in intercourse with all ranks and classes of society, and should particularly caution them to pay deference and respect to civil authorities. Can. 855.

- Courtesy among officers. Can. 358. 420. Officers should maintain at all times that courtesy towards each other which is calculated to perpetuate friendly and social relations between them and create an "esprit de corps." An officer not in uniform, should comport himself as regards the affairs of his Corps, and in his intercourse with officers, in the same manner as if in uniform.
- Crying down credit. Can. 359. G.O. 161—910. 421. Officers Commanding Districts will, once in every three years, forward to Militia Headquarters for insertion in such newspapers as have a wide circulation within their commands, notification calling attention to the fact that, under the Army Act, a soldier cannot be placed under stoppages of pay for a private debt, and that, if people suffer soldiers to contract debts, they do so at their own risk.
- Praise or censure of superiors forbidden. Presents and testimonials. Can. 360. The number of insertions will be limited, as far as possible, consistent with the matter being generally known, and given through the King's Printer office, on departmental requisition thereto.
- Can. 360A. G.O. 115—910. 422. Deliberations or discussions by officers or soldiers with the object of conveying praise, censure, or any mark of approbation towards their superiors or any others in His Majesty's service, are prohibited. The publication of laudatory orders regarding an officer quitting a station or relinquishing an appointment is forbidden. A C.O. is to refuse to allow subscriptions for testimonials in any shape to a superior on quitting the service, or on being removed from his corps. Every officer will be held responsible should he allow himself to be complimented by officers or soldiers, who are serving, or who have served, under his command, by means of presents of plate, swords, &c., or by any collective expression of their opinion.
- Recommendations. Can. 361. 422A. Officers, warrant officers, non-commissioned officers and men are forbidden to accept presents in money from public bodies or private individuals in recognition of services rendered in the performance of their duty.
- Communications and interviews with Militia Headquarters Officials. Outside influence. Can. 362. 423. An officer is forbidden to forward testimonials relating to his services or character, with any application he may make to Militia Headquarters. In the event of an officer wishing that the opinions of officers under whom he has served should be brought to notice he will submit their names, so that if necessary they may be referred to.
- Officer's character impugned. Can. 363. 424. An officer is forbidden to write private letters to officials at Militia Headquarters, on official personal matters, such as promotion, appointment, posting, transfer, &c.
425. Every officer, whose character or conduct as an officer and gentleman has been impugned, must submit the case within a reasonable time to his C.O., or other competent military authority, for investigation
- Pending the investigation an officer may be suspended from officer duty, in which case he will be placed under the same restrictions as an officer in open arrest, but will be shown as effective in the first day of each month, while so situated, and may be permitted to wear plain clothes.
426. If complaint is made that an officer neglects to pay his bankruptcy, just debts, or if an officer by bankruptcy, liquidation, composition or other legal proceedings becomes unable to meet his engagements, the facts will at once be reported to Militia Headquarters; whereupon a Court of Inquiry will be assembled to ascertain the details. Should it be found that the officer has neglected to pay his debts or has become insolvent, he shall, at the end of three months from the date of the report of the Court of Inquiry, be removed from the service, unless in the meantime he has paid his debts or purged his insolvency.
427. Officers, soldiers, and others in military employment, must at all times guard against being placed in such a position as may lay them open to the suspicion of being influenced in the discharge of their duty by other than purely public considerations. They are to be scrupulously careful in their relations and are to have no private dealings with Militia contractors, their agents, or employees.
428. An officer of the Permanent Staff or Permanent Force is not permitted, without special sanction from Militia Headquarters, to belong to the directorate of any public, industrial, or other company, or to assist or advise any such company or firm in questions relating to their plant, processes, or produce. Staff officers and officers and soldiers of the Permanent Force are forbidden to act either directly or indirectly as agents for any company, firm, or individual, engaged in trade.
429. No one of the active militia is permitted, without the express sanction of the Minister in Militia Council to take official cognizance of any private association the organization of which purports to be of a military character or to be intended to meet military requirements, but which is not recognized by the Minister as forming part of the militia or of the educational or training establishments supplementary thereto.
430. An officer or soldier is forbidden to institute or take part in, any meetings, demonstrations or processions for party or political purposes in barracks, quarters or camps. All ranks may, however attend such meetings held at places other than those specified, provided they shall be subject to Military Law under the Army Act, should they in any way misconduct themselves or create an unlawful disturbance at such meetings, without prejudice to the ordinary jurisdiction, of the Civil Authorities in such cases.
431. Individual soldiers are not allowed to give displays of horsemanship, boxing or gymnastics at local fêtes or exhibitions or on the stage, unless with the previous sanction of their C.O.
432. An officer or soldier is forbidden to publish or communicate, either directly or indirectly, to the press, any military information, or his views on any military subject, without special sanction from Militia Headquarters.
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cial authority. Any information of a professional nature which he may acquire while travelling or employed on duty is to be regarded as the property of the Militia Department, and is not to be published in any form without previously obtaining the permission of Militia Headquarters. Official reports or correspondence, or copies thereof, are not to be furnished, without the special sanction of superior military authority, to any person not officially entitled to receive them. An officer or soldier will be held responsible for all statements contained in communications to his friends which may subsequently be published in the press. He is not to prejudice questions which are under the consideration of superior authority by the publication, anonymously or otherwise, of his opinions, and he is not to take part, in public, in a discussion relating to orders, regulations, or instructions, issued by his superiors.

Imp. 458.

Applications to Militia Headquarters, made in accordance with this paragraph, for permission to publish any article, &c., must be accompanied by copies in duplicate of the article, &c., in the form in which it is proposed to publish it. One of the copies so submitted will be retained at Militia Headquarters for reference. Permission to publish will apply only to the article, etc., as submitted, and no alterations therein, or additions thereto, other than those of a mere editorial nature are to be made subsequently without the authority from Militia Headquarters.

Articles, etc., submitted to Militia Headquarters under this regulation should be either typewritten or in proof form.

Imp. 454.
Can. 370.

433. Any communications affecting the Militia generally, or any arm or branch of the service which it may be considered desirable to make to the press, will be made by Militia Headquarters. In Military Districts, communications to the press may only be made when they solely affect the command concerned, and in this case they will be made through District Headquarters; all applications of press representatives will be referred to an authorized staff officer.

The Com-
manding
Officer.
Can. 371.

434. The definition of "Commanding Officer" in the Rules of Procedure, applies to the expression in Sections 45, 46 and 47, of the Army Act, in those sections which relate to the execution of sentences (as Sections 59, 64, 65, and 66), and in Sections 138, 181 (6), 182, 183, and 184. In the portions of the Army Act not above mentioned the expression "Commanding Officer" is not limited to the "Commanding Officer" as defined by the Rules of Procedure.

'Extract from R.P. 129: "The expression 'Commanding Officer' as used in the sections of the Army Act relating to 'Courts-martial,' to the 'Execution of sentence' and to the 'Power of Commanding Officer,' and in the provisions consequential thereon, and in these rules, means, in relation to any person, the officer whose duty it is, under the provisions of His Majesty's Regulations, or, in the absence of any such provisions, under the custom of the service, to deal with a charge against that person of having committed an offence, that is, to dispose of it on his own authority."

"It also, so far as relates to the summary award of any punishments of offences, being punishments which under the provisions of His Majesty's Regulations an officer commanding a squadron, company, troop, or battery, is authorised to award, and so far as relates to a summary finding in a case of absence without leave, includes the officer commanding a squadron, company, troop, or battery."

435. The C.O. of a detachment is vested with the full power of awarding summary punishment accorded to a C.O. of a unit as laid down in para. 474, but the C.O. of the unit, if the detachment is serving in the same command, or the C.C. the garrison or station where the detachment may be, or other superior authority, may, having regard to the rank and experience of the O.C. the detachment, if below the rank of substantive major, restrict him from the exercise of any or all of the powers of a C.O. Nevertheless, an O.C. a detachment may, if necessity arises, act to the full extent of the powers of a C.O. for the maintenance of discipline, notwithstanding any restrictive order, but in such case he will immediately report his action for the information of the superior authority by whom such restrictive order was made.

436. A D.O.C. may, on the embarkation of troops and on other special occasions, associate two or more detachments for the purposes of discipline, and place them under the command of one officer. In such cases the powers of the officers commanding the several detachments to award summary punishments, and convene Regimental Courts Martial will, for the time being, remain in abeyance.

437. All gambling in garrisons, camps, or cantonments is forbidden. This includes book-making, or acting as agent for a book-maker.

438. The introduction of wine and spirits into barrack rooms is forbidden, but a man may be allowed to receive one pint of beer with his dinner.

439. No officer of the Militia is at liberty to attend in uniform the manoeuvres or public parades of a foreign army without the permission of the Minister.

440. Sections 4 to 44 (inclusive) of the Army Act, are to be read once in every three months at the head of every unit of the Permanent Force, and also the following notice:—

"Under the existing law, any person who shall maliciously and advisedly endeavour to seduce any person or persons serving in His Majesty's forces by sea or land from his or their duty and allegiance to His Majesty, or to incite or stir up any person or persons to commit any act of mutiny, or to make or endeavour to make any mutinous assembly, or to commit any traitorous or mutinous practice whatsoever, may, on being legally convicted of such offence, be sentenced to penal servitude for the term of the natural life of such person."

Arrest and Military Custody.

441. Attention is directed to Section 45 (4) of the Army Act. Duties of If the account in writing therein mentioned, the charge report commander of (M.F.—B. 264), is not delivered at the time, a verbal report to guard as to the same effect is to be made. If the charge report is not received within twenty-four hours, the commander of the guard report. will either take steps for procuring it, or report that he has not received it to the officer to whom his guard report is furnished, who, if the charge report, or other evidence sufficient to justify the continued arrest, is not forthcoming, will, at the expiration

of forty-eight hours from the time of committal, order the release of the person in custody. In order to comply with the provisions of Section 21 of the Army Act, the name and offence of every person received into custody, and the rank and name of the person by whom he is charged, are to be entered by the commander of the guard in his guard report, and the original charge report, or a copy thereof, is to be forwarded to the C.O. of the person in custody.

Retention in
confinement
to be
reported.

Jan. 379.

Military
custody of
officer or
N.C.O.

Jan. 380.

Arrest of
officer.

Jan. 381.

Restriction.

Jan. 382.

Release.

Jan. 383.

When to be
ordered.

Jan. 384.

442. Attention is also directed to Section 45 (1) of the Army Act, and Rule of Procedure, No. 1. The report therein prescribed is to be made whether the person in custody is a patient in hospital or for whatever cause the case is not proceeded with. On the receipt of every such report the officer to whom application for trial will be submitted is to satisfy himself as to the necessity for the continuance of such person in military custody.

443. Military custody in the case of an officer, warrant officer or N.C.O. (not under sentence) usually means arrest, but an officer, warrant officer, or N.C.O., may, if circumstances require it, be placed for custody under the charge of a guard, piquet, patrol, or sentry, or of a provost-marshal.

444. Arrest is either close arrest or open arrest. When arrest is not described as open arrest, it means close arrest. An officer under close arrest is not to leave his quarters or ten: except to take such exercise under supervision as the Medical Officer considers necessary. When under open arrest he may take exercise at stated periods within defined limits, which will usually be the precincts of the barracks or camp of his unit; these limits may be enlarged at the discretion of the Officer Commanding on the spot. An officer under open arrest may, under strict orders as to his conduct, be directed to proceed from one station to another, or be permitted to leave his station for a particular purpose.

445. An officer under open arrest is not to use his own or any other mess premises. He is not to appear in any place of amusement or entertainment, or at public assemblies and he is never to appear outside his quarters or tent dressed otherwise than in uniform. An officer when under arrest will not wear sash, sword, belt, or spurs.

446. It is not desirable except when it appears that the arrest has been made through error, that an officer should be released from arrest by the officer who ordered the arrest, without the sanction of the highest authority to whom the case may have been referred.

447. An officer may be placed under arrest by a competent authority, without previous investigation, when circumstances so require; but a C.O. on receiving a complaint, or learning of circumstances tending to incriminate an officer, will not ordinarily place him under arrest until he has satisfied himself by inquiry that it will be necessary to proceed with the case, and report it to superior authority. He will invariably place under arrest an officer against whom he prefers charges. When an officer is placed under arrest, whether afterwards released or not, the C.O. will report the case without delay to the General or other senior officer responsible for discipline under whose command the unit may be.

448. An officer has no right to demand a court-martial upon himself, or, after he has been released by proper authority, to persist in considering himself under restraint of arrest, or to refuse to return to his duty.

449. Paragraphs 444 and 445 will also apply to a warrant officer or N.C.O., who will, if charged with a serious offence, be placed under arrest forthwith, but, if the offence alleged appears not to be serious, it may be investigated and disposed of without previous arrest. In cases where doubts exist whether the offence alleged has been committed, arrest may be delayed, without prejudice to any subsequent proceedings.

A N.C.O. under open arrest is forbidden to enter a liquor bar or corporal's room.

450. Military custody in the case of a private soldier (not under sentence) means placing him under either open or close arrest. A private soldier under open arrest will not quit barracks until his case has been disposed of. He will attend parades but (except under the circumstance mentioned in para. 459) will not be detailed for duty. A soldier on being placed in close arrest will be put in confinement under charge of a guard, piquet, patrol, sentry, or provost-marshal, and will be searched and deprived of knives or other weapons. The accommodation usually available in barracks for the temporary confinement of soldiers in close arrest is the guard detention room, attached to a guard-room and similar smaller rooms for the confinement of those who are to be kept apart.

451. The keys of the guard detention rooms are to be in the charge of the commander of the guard.

452. A private soldier charged with a serious offence will be placed in arrest on the commission or discovery of the offence. He is not to be placed in close arrest for offences unaccompanied by drunkenness, violence, or insubordination, unless confinement is necessary to ensure safe custody or for the maintenance of discipline.

453. A soldier in close arrest (not under sentence) may be temporarily committed, by an order signed by his C.O. on Form Q. (see Rules of Procedure) for temporary confinement for any period not exceeding seven days to any detention barrack, barrack station, etc. detention room, police station, or lock-up.

454. A private soldier who disobeys an order distinctly given or resists the authority of a N.C.O., is to be placed in close arrest without altercation, and the fact immediately reported to his company, &c., commander or to the adjutant. When a N.C.O. has to place a soldier in close arrest he will obtain the assistance of one or more privates to conduct the offender to the guard-room, and will himself avoid coming in contact with him. Except in cases of personal violence, or when on detached duties, or at the discretion of the C.O., a lance-corporal or acting bombardier with less than four years' service will not place a private soldier in close arrest, but will report the offence to the orderly-sergeant, who will act as the circumstances require.

455. A private soldier who is drunk is to be placed in close arrest alone, if possible, in a guard detention room. He may be deprived of his boots except when the weather is cold and he is likely to suffer in consequence. He is to be visited and his condition ascertained at least every two hours by a N.C.O.

of the guard and an escort. Should any symptoms of serious illness be observed, a medical officer is forthwith to be sent for. A soldier suspected of being drunk is not to be put through any drill or tested for the purpose of ascertaining his condition. A soldier charged with drunkenness is not to be brought before an officer for investigation of the charge until he is perfectly sober. For this purpose twenty-four hours should usually be allowed to elapse before the investigation.

Confession of desertion, or offence against enlistment.
Can. 393.

456. When a soldier makes a confession of desertion, or of having committed an offence in relation to enlistment, and the investigation cannot immediately be completed, he need not be placed in arrest pending inquiry. But if at the time of the confession, or subsequently, he is charged with any offence, he may be placed in arrest and the investigation and trial may proceed for that offence independently of the confession.

Bedding and exercise of soldier in arrest.
Can. 394.

457. A soldier in close arrest for trial by court-martial will be allowed his bedding up to the time of the promulgation of his sentence. A soldier in close arrest pending inquiry will be allowed the use of bedding if his arrest exceeds two days. In severe weather a soldier in close arrest may be allowed such bedding as is necessary. A soldier in close arrest is to take sufficient exercise, under supervision, for the preservation of his health.

Soldier in arrest to be deprived of his cap.
Can. 395.

458. A soldier is to be deprived of his cap and of any articles he can use as missiles, during the investigation of offences and during his trial before any court.

Offender not to bear arms or to duty.
Can. 396.

459. An offender while in arrest is not to be required to perform any duty, other than such duties as may be necessary to relieve him from the charge of any cash, stores, accounts, or office of which he may have charge, or for which he is responsible. If by error, or in emergency, he has been ordered to perform any duty, he is not thereby absolved from liability to be proceeded against for his offence. An offender when in arrest is not to bear arms, except by order of his C.O. in an emergency, or on the line of march, or in a detention barrack by order of the commandant for the purpose of instruction, exercise, or practice.

Identification of offender.
Can. 397.

460. Except as provided in para. 507, when circumstances render the identification of an alleged offender necessary, the identification should, as a rule, be carried out in the presence of an officer.

Investigation of Charges.

Rules for investigation.
Can. 398.

461. The investigation of charges will be carried into effect in the manner prescribed in the "Rules of Procedure." Every officer who does not summarily dispose of a charge which he investigates will carefully avoid any expression of opinion as to the guilt or innocence of the person charged.

Investigation of charges.
Can. 399.

462. Every charge against a soldier will be investigated without delay in his presence. Soldiers of the Permanent Force in arrest are to be disposed of daily (Sundays, Good Friday, and Christmas-day excepted), and, when practicable, in the morning before the principal parade.

Every charge, whether against a N.C.O. or soldier will be investigated in the first instance by the company, &c., com-

mander, at his company, &c., orderly room, which is to be held at such an hour as will allow of a soldier reserved for disposal by the C.O. being ready to go before him at the appointed time.

A C.O. is authorized to grant a large measure of discretionary power to company, &c., commanders to dispose of any offences with which he himself may deal under para. 465, provided that the limits laid down in paras. 482 and 484 for company, &c., commanders are not exceeded.

463. Charges are to be entered as follows:—

Entry of charges.

(i) For offences of N.C.O.s. and men confined in the guard-room, or of N.C.O.s. and men reserved for the disposal by the C.O. in the guard report, by the commander of the guard, or, where there is no guard, by the N.C.O. responsible for the custody of the soldiers in close arrest.

Can. 400.

(ii) For offences of N.C.O.s. and men not confined in the guard-room, M.F. B. 224, under the orders of the company, &c., commander.

If a charge against a N.C.O. or man, for which he has not been in close arrest, is reserved by the company, &c., commander for the C.O.'s award, the former officer will send the charge (M.F. B.—264) for entry in the guard report, before the hour fixed for the disposal of soldiers in arrest by the C.O. If, on the other hand, a charge for which a N.C.O. or man has been in close arrest is disposed of by the company, &c., commander, that officer will report the fact to the orderly-room, and the entry "disposed of on M.F. B. 224" will be made in the punishment column of the guard report.

A company, &c., commander, who has reserved a case for the award of the C.O., will always attend with the company, &c., conduct book, when the soldier is brought before the C.O.

If a soldier is remanded for further inquiry, his case will be brought under review daily, and the order for remand will be entered daily in the guard report, or M.F. B. 224, by the investigating officer.

464. M.F. B. 224 for recording the awards of company, &c., commanders will be retained in the orderly-room, and will be obtained therefrom by the commander concerned whenever necessary for the disposal of offences. After completing the last three columns in each case disposed of, the company, &c., commander will return the form to the orderly-room in order that particulars may be available for inclusion in Part II. Orders for the day, if necessary.

Entry of award.

Imp. 488.

Can. 401.

On the last day of the week, the company, &c., commander will obtain and sign the form, whether blank or otherwise, and it will be attached to the guard report for that day.

465. A C.O. may, without reference to superior authority, dispose summarily of, or try by R.C.M., a soldier charged with an offence under the following sections of the Army Act: 6, except on active service; 8 (2) (threatening or insubordinate language only), except on active service; 9 (2) except on active service; 10 (except sub-section 1), 11, 14, 15, 18 (1), (3), 19, 2) (except when the act is wilful), 21, 22, 24, 27 (4), 33 (except cases of enlisting from army reserve), 34, and 40. First and less serious offences under the above sections, and minor neglects or omissions, not resulting from deliberate disregard of authority

Disposal of offender by commanding officer.

Can. 402.

or not associated with graver offences, should, as a rule, be dealt with summarily. A charge for any other offence which the C.O. desires to dispose of summarily, will be referred to superior authority in a letter stating the circumstances of the case, and accompanied by the soldier's conduct sheets. The C.O. may refer a charge for any offence to superior authority with an application for a D.C.M.

Imp. 487A.

466. When proposing to deal with a case summarily a C.O. will satisfy himself that the evidence produced before him is sufficient to disclose the exact nature of the offence. If he is not so satisfied, he should remand the case for further inquiries, so that the offence as entered in the guard report may be substantially the charge upon which the accused would be arraigned in the event of his electing to be tried by a D.C.M. under the provisions of Section 46 (5) of the Army Act.

When once an accused has elected to be tried upon the charge as read out to him from the guard report, it should under no circumstances be added to or increased in gravity.

Dismissal of charge.

Can. 403.

467. Except when it is important that the guilt or innocence of the accused should be definitely decided, it is undesirable to send a case before a court-martial when it appears doubtful whether the evidence will lead to a conviction. In such a case the charge should ordinarily be dismissed, under the provisions of the Army Act, Section 46.

Liability of soldier in respect of lapse of time.

Can. 404.

468. Before proceeding with a case it is the duty of the C.O. to ascertain that the soldier is liable to be proceeded against, having regard to the limitations of time prescribed by the Army Act. For the purposes of exemption from trial under the Army Act, Sec. 161, a soldier is to be considered as having served in an exemplary manner, if, at any time during his service since his fraudulent enlistment, he has had no entry in his regimental conduct sheet for a continuous period of three years.

Liability when evidence may be forthcoming in the future.

Can. 405.

469. If, on the investigation of a charge, sufficient evidence is not forthcoming as to whether the accused has, or has not, committed the offence, and there is no opportunity of carrying the investigation further at the time, the accused, if the offence charged is serious, may be released from arrest, and ordered to do duty without prejudice to his re-arrest when further evidence is forthcoming and the matter can be further inquired into. If, however, the offence charged is not serious, and there is no probability of sufficient evidence being obtainable within a reasonable time, the case should be dismissed.

Soldier electing trial by D.C.M.

Imp. 490A.

470. A soldier on electing to be tried by a D.C.M. under the provisions of Section 46 (8) of the Army Act may be released from arrest pending trial, if his C.O. thinks the circumstances warrant it.

Reconsideration of decision to be tried by D.C.M.

Can. 408.

471. Unless there are reasons against the adoption of such a course, a soldier shall, on the following day, be given an opportunity of reconsidering his decision to be tried by court-martial.

472. If, when a soldier is charged with one offence, another, the investigation of which cannot be immediately completed, is further charge during or proceeded with, comes to light, the investigation and trial in respect of the original offence may proceed independently, the charge for the other offence being dealt with as prescribed in paragraph 469. Can. 406.

473. When a soldier already under sentence of court-martial is charged with an offence for which it is necessary to arraign him before a court-martial, the trial should take place at once. Can. 407.

Summary and Minor Punishments.

474. A C.O. may, subject to the soldier's right to elect, previous to the award, to be tried by D.C.M., inflict the following summary punishments or a private soldier:— Can. 408.

(i) Detention, not exceeding twenty-eight days; but the power of awarding detention exceeding seven days, except in cases of absence without leave, will not be exercised by a C.O. under the rank of field officer. In the case of absence without leave exceeding seven days, the detention may be extended to the same number of days as the days of absence, not exceeding 28 days in the whole, but if the absence does not exceed seven days, detention can only be awarded up to seven days.

(ii) In the case of drunkenness, a fine not exceeding \$6.00 according to scale (see para. 496).

(iii) Any deduction from ordinary pay allowed to be made by a C.O. by Section 133, sub-section 4 or 6, of the Army Act.

(iiia) Field punishment not exceeding 28 days.

(iiib) Forfeiture of all ordinary pay under section 46 (2) (d) of the Army Act, for a period commencing on the day of award and not exceeding 28 days.

On active service only.

G.O. 202—1908.

A.O. 209—1912.

A C.O. may also inflict the following minor punishments on a N.C.O. or man [(vi) and (vii) only being applicable to N.C. punishments. Os. and (iv), (v) and (vii) to private soldiers], the soldier having no right to claim trial by court-martial:—

(iv) Confinement to barracks for any period not exceeding fourteen days, during which defaulters will be required to answer to their names at uncertain hours throughout the day, and will be employed on fatigue duties to the fullest practicable extent, with a view to relieving well-conducted soldiers therefrom. Defaulters will attend parades, and take all duties in regular turn. When the fatigue duties required are not sufficient to keep the defaulters fully employed, the C.O. may order them to attend punishment drill, provided that they shall not be liable to punishment drill after the expiration of 10 days from the date of the award of confinement to barracks. Confinement to barracks in the case of Medical Services will not carry with it punishment drill if awarded to men actually at the time doing duty in hospital.

(v) Extra guards or pickets; these are only to be ordered as a punishment for minor offences or irregularities when on, or parading for, these duties.

(vi) Reprimand or severe reprimand.

(vii) Admonition.

A.O. 209—
1912.Provisions to
be observed.
Cin. 409.
Iap. 494.

475. The punishments referred to in (iia) and (iib) of para. 474 may be awarded severally or conjointly, but a conjoint award will only be necessary when the period of forfeiture of pay exceeds the period of field punishment.*

Of the other punishments referred to in para. 474, (i), (ii), (iii), (iib) (on active service), (iv), an (v), may be awarded severally or conjointly subject to the following provisions:—

(i) When detention exceeding seven days is awarded, a minor punishment must not be given in addition.

(ii) Any award of detention, up to seven days inclusive, will be in hours; if exceeding seven days, in days.

(iii) When an award includes detention and a minor punishment, the latter will take effect at the termination of the detention.

(iv) A soldier undergoing detention or confinement to barracks may, for a fresh offence, be awarded further detention or a minor punishment, or both.

The commencing dates of the fresh awards will be as detailed below:—

(a) Detention	Awarded to a soldier already undergoing confinement to barracks.	If awarded in days—from date of award. If awarded in hours—from the hour at which the soldier is received into the detention barrack, or branch detention barrack, or, if not sooner received into one of those institutions, from the day after the date of award at the hour fixed for the commitment of soldiers under detention.
(b) Detention	Awarded to a soldier already undergoing detention.	If awarded in days—from date of award. If awarded in hours—from the hour at which soldiers are usually received into the detention barrack or branch detention barrack on the day of award, provided he is re-committed that day, or, if not re-committed on the day of award, then from the day after the day of award at the hour fixed for the commitment of soldiers under sentence.
(c) Detentions and minor punishment	Awarded to a soldier already undergoing a minor punishment.	The detention—as in (a) above. The minor punishment from termination of the previous award of confinement to barracks (see sub-para. (vi)), or of the termination of detention (see a) above), whichever shall last occur.
(d) A minor punishment	Awarded to a soldier already undergoing such a punishment.	From the termination of the previous award.

provided that no soldier shall be awarded detention by summary award for more than twenty-eight consecutive days, and that the whole extent of consecutive punishment, including detention and confinement to barracks, shall not exceed forty-two days in the aggregate.

A.C. 209—
1912.

*Forfeiture of pay commences as from the day of award. When, therefore, it is desired to order forfeiture of pay for a period in excess of the field punishment awarded, e.g., 10 days' field punishment and an additional forfeiture of 14 days' ordinary pay, it will be necessary to award the offender 10 days' field punishment with forfeiture of 24 days' pay, as pay is forfeited for the period of field punishment awarded.

(v) A defaulter is not required to undergo any punishment drill or confinement to barracks which may have lapsed by reason of his being in hospital or under sentence or employed on duty.

476. In the case of absence without leave the C.O. will not make an award of forfeiture of pay, but will inform the soldier of the number of days' pay he forfeits under the Pay & Allowance Regulations. Absence without leave. Can. 410.

This forfeiture applies also to a warrant officer or N.C.O. of any rank, and in all cases involving such forfeiture a soldier has the right, under Section 46 (8) of the Army Act, to elect to be tried by D.C.M.

477. Recoveries from soldiers on account of damage, through negligence or carelessness, to mechanically propelled vehicles will usually be limited to the equivalent of a fortnight's pay. Any such recovery will form part of the disciplinary action taken in such cases. Damage to vehicles. Imp. 496A.

478. In dealing summarily with cases of absence without leave, a C.O. will have regard to the place of the soldier's surrender or apprehension, the circumstances of his absence, and the period passed in custody. Absence without leave will be reckoned to terminate when the soldier is taken into custody, and in awarding punishment the C.O. should make allowance for any unusual delay in the disposal of the case. Can. 411.

479. The name of a man absent without leave will be notified in regimental orders as follows:—

- (i) If absent from 1 to 20 days—the name will appear on the day following the day of rejoining.
- (ii) If absent for 21 consecutive days—the name will appear on the 22nd day.
- (iii) If absent on the last day of the month—the name will appear on the first day of the next month, but all such orders will be included in M.F.—D. 873 for the month in which the absence commenced. Notifying in regimental orders name of man absent without leave. Can. 412.

480. In dealing with simple drunkenness unconnected with another offence, confinement to barracks should only be added for a fine when the circumstances are such as to increase its gravity. Detention should never be awarded for an instance of drunkenness not triable by court-martial, except when the amount of unpaid fines for drunkenness recorded against a soldier is \$10.00 and upwards, in which case a C.O. should substitute detention or some other punishment which it is in his power to award. Punishment for simple drunkenness. Can. 413.

481. Punishment drill is not to exceed one hour at a time, and is to consist of marching in quick time only and not of drill instruction drill. It will not be carried out on Sundays. In very cold weather the double time may be used for short periods. Can. 414.

It will be carried out in marching order, and will consist in the cavalry and mounted corps of two hours' drill per diem. In the infantry and dismounted corps it will never exceed four

hours altogether in one day. It is to be carried on in the barrack yard or drill ground. When regiments or detachments are in billets their defaulters are to be marched out under a N.C.O. on one of the roads for the prescribed period, and are not to be drilled in the streets. Punishment drill is not to be carried on after retreat unless the District Officer Commanding is of opinion that it is expedient to do so, in which case he may sanction exceptions.

Reprimand, admonition, and reversion from acting appointments.
Can. 415.

482. A N.C.O., including an acting N.C.O., is not to be subjected to summary or minor punishments, nor punished by being placed in any lower position on the list of his rank, but he may be admonished, reprimanded or severely reprimanded by the C.O. A N.C.O. below the rank of sergeant (or the appointment of lance-sergeant) may be admonished or reprimanded, but not severely reprimanded by the company, &c., commander. An acting or lance N.C.O. may be ordered by a C.O. to revert to his permanent grade, but is not liable to a summary or minor punishment in addition. A private soldier may be admonished, but is not to be reprimanded.

System of punishment.
Can. 416.

483. An officer is not to introduce or adopt any system of punishment which is in any respect at variance with these regulations.

Power of company, etc., commander.
Can. 417.

484. A company, &c., commander may award a private soldier punishment not exceeding seven days' confinement to barracks for minor offences, extra guards and pickets, fines for drunkenness, and he may deal with cases of absence without leave, where pay is automatically forfeited under the conditions specified in the first part of para. 476, and may award any punishment within his ordinary powers for such absence. In the case of an officer of less than three years' service, the above power may be limited by the C.O. to an award of three days' confinement to barracks. Any such awards will be subject to any remission the C.O. may order, but cannot be increased.

Concealment of venereal disease.
Can. 418.

485. In every unit there is to be an order directing that soldiers who are suffering from venereal disease are to report themselves sick without delay. Care is to be taken that this order is specially brought to the notice of all recruits on joining. Concealment of venereal disease will be dealt with under Section 11 of the Army Act, and not under Sections 18 (3) or 40.

Admission to hospital caused by offences.
Can. 419.

486. A soldier convicted of an offence under the Army Act and admitted to hospital on account of any illness certified by the medical officer to have been caused by such offence, forfeits the whole of his pay while in hospital (Pay & Allowance Regulations). An officer who has disposed of any offence on account of which the soldier may have been admitted to hospital will at once communicate with the medical officer, who will furnish the required certificate.

Can. 420.

487. Where there are grounds for believing that a soldier has been admitted into hospital for disability in consequence of an offence under the Army Act, the C.O. will make a preliminary inquiry into the case and acquaint the medical officer of the result in order that he latter may give or refuse the certificate on the soldier's discharge from hospital. The medical officer must attend the investigation of the offence, whether

before a court-martial or the C.O., and give evidence in substantiation of the facts contained in his certificate. The certificate alone is not sufficient.

488. When a soldier is charged with an offence before a civil court near the station where his unit is quartered, an officer will be detailed from the unit to attend and watch the proceedings. If the prosecution takes place at a distance, the case will be submitted to the D.O.C., who will decide whether it is advisable for an officer to be present, and, if so, whether the officer shall be detailed from the soldier's unit, or from some other unit near the place of trial. In the latter case, the O.C. the soldier's unit will arrange with the O.C. the troops at the station from which the officer is to proceed, forwarding all necessary information and documents for the use of the officer attending the court.

The officer attending to watch the proceedings will, if required by the court, give all information in his possession as to the soldier's character, and full particulars of any previous conviction by a civil court, or by a court-martial of an offence under Sections 17, 18 (4), 18 (5), or 41 of the Army Act. He will not produce the soldier's conduct sheets to the court, but will furnish all the information with regard to general character which is within his personal knowledge or has been communicated to him by officers of the soldier's regiment.

489. When a N.C.O. is convicted by the civil power of any offence, the case is to be reported to the District Officer Commanding. Should he consider it desirable to recommend the reduction of the offender, the matter will be reported to Militia Headquarters.

490. A C.O. has no power to alter the record on the conduct sheets of a punishment after the punishment has been completed. If it appears to an officer not below the rank of a colonel that any punishment awarded by a commanding officer was illegal or excessive, he may, at his discretion, within two years of the date of the award, direct either that it be cancelled, and the entry in the conduct books expunged, or that the punishment be reduced. After a period of two years has elapsed from the date of award, such cases will be referred for decision to the Militia Council.

Drunkenness.

491. A private soldier will be dealt with for drunkenness under Sec. 46 of the Army Act. In disposing of such offences, the following rules will be observed:—

492. A private soldier is not to be tried by court-martial for an act of simple drunkenness—that is to say, an act of drunkenness committed when not on active service, when the soldier was not on duty, and had not been warned for duty, nor had by reason of the drunkenness rendered himself unfit for duty—unless four instances of drunkenness have been recorded against him within the twelve months preceding the date of the offence under disposal, or unless he has elected to be tried rather than be awarded fine or detention by his C.O.

493. Drunkenness on duty includes drunkenness on parade and on the line of march, and drunkenness on the line of

Officer attending proceedings in a civil court.
Can. 420A.

A.O. 875—
1918.

Report on conviction of N.C.O. by civil power.
Can. 421.

Illegal or excessive punishment.
Can. 422.

Disposal of cases.
Can. 423.

When trial may be ordered.
Can. 424.

Drunkenness on duty.
Can. 425.

Simple drunkenness, when connected with more serious offence.

Can. 426.

match includes drunkenness during the whole period between the date of departure and the date of arrival at destination.

494. When a private soldier commits the offence of simple drunkenness in connection with a more serious offence for which he is to be tried by court-martial, he should not be charged with drunkenness before the court-martial unless he is liable to trial and the C.O. considers it a case which should be tried; but, as a record of the drunkenness the C.O. will, when a charge of drunkenness is not preferred in such cases before the court-martial, make an entry of the offence, either imposing a fine, if the soldier is liable thereto, or making the following note in the punishment column:—"No punishment; awaiting trial on another charge." If an entry of the court-martial is subsequently made, the above entry will be bracketed with it, and will not be considered a separate entry.

Fines for Drunkenness.

Maximum fine.

Can. 427.

Scale of fines.

Can. 428.

495. Having reference to Section 19 of the Army Act the fine thereby authorised shall be any sum not exceeding ten dollars, instead of "not exceeding one pound" as therein mentioned.

496. When exercising the powers laid down in Section 46 of the Army Act, a Commanding Officer may, in the case of an offence of drunkenness, order the offender to pay a fine not exceeding six dollars, either in addition to or without other punishment, and the amount of the fine in each case shall be according to the following scale:—

- For the first offence of drunkenness during a soldier's service there shall be no fine;
- For the second offence the fine shall be \$2.00;
- For the third and every subsequent offence the fine shall be \$3.00; but if the third or any subsequent offence occurs within six months of the last preceding offence the fine shall be \$5.00, and if within three months, \$6.00.

Time during which a soldier is absent from duty by reason of imprisonment, detention, or absence without leave is not to be reckoned in the above periods.

- A soldier should not be fined for drunkenness when unpaid fines amount to \$10.00.

The scale of fines (M.F.—B. 297) is to be placed in every barrack-room.

Recovery of fines.

Can. 429.

497. Fines which cannot be recovered from a soldier's pay are not to be recovered from any other source while he remains in military service. Subject to this regulation, the daily deduction on account of a fine, or fines, recorded against a soldier will be limited only by the provision that they shall not exceed such sum as shall leave to the soldier after paying for personal charges such as messing, washing, haircutting, &c., the sum of 10c per day.

Desertion and Offences Against Enlistment.

Descriptive reports of deserter.

Can. 430.

498. As soon as it is known that a soldier has absented himself without leave, his equipment, clothing, and regimental necessities will at once be placed in safe custody, and an inventory of these articles will be taken as soon as practicable.

A C.O. is to transmit to the O.C. every other permanent unit, direct, a descriptive report, on M.F.—B. 153, of every deserter or absentee without leave, giving particulars of the man's height, age, &c., at the time of his absencing himself, and the fullest information possible. When there is good ground for supposing an absentee to have deserted, the report should be rendered within 24 hours after his absence has been discovered, but in no case should it be delayed beyond five days. Up to 21 days the man should not be returned as a deserter, unless there is ground for supposing that he has deserted. After 21 days every absentee without leave should, pending investigation, be considered as a deserter. In the case of a recruit who absconds on route to join, a note should be made of this fact on the report.

499. A copy of the report is also to be transmitted to the Duplicate police of the locality in or near which the man deserted. Similar reports should be sent to the police of the place to which it is supposed the deserter or absentee may have proceeded, and elsewhere, as the C.O. may consider desirable. Can. 431.

500. When a person not serving as a soldier is apprehended on suspicion of being a deserter in pursuance either of information laid against him, or of his own confession, he is to be proceeded against in accordance with Section 154 of the Army Act or Act. If, however, a deserter surrenders himself to any portion of his own Corps, and evidence as to identity is immediately available, he may at once be taken into military custody, and the C.O. is forthwith to proceed against the man. If a man, in the uniform of a soldier, surrenders himself at a military station as a deserter or absentee without leave, the C.O. of that portion of His Majesty's Forces to which the man surrenders will obtain from the man a written confession, stating his number, name, corps and date and place of absencing himself, and will ascertain, by telegram if necessary, whether the confession is true. If the confession is true, the C.O. will, if the man is a deserter, apply to the man's unit for an escort to be sent to conduct him back to his corps, and will detain him in military custody, pending the arrival of the escort; or, if an absentee without leave, the man may, on the authority of the C.O. of his unit, be provided with a warrant and despatched to his corps without escort. In either case, the C.O. of the troops to which the man surrenders will himself investigate the case, and will furnish a certificate, signed by himself, setting forth the fact, date and place of surrender. This certificate will be forwarded to the man's unit without delay, and will be evidence of the matters stated in it. If the confession is false, he may be proceeded against before the civil power under Section 152 of the Army Act. If there is not ground for supposing that a person so surrendering himself is a deserter or absentee without leave, he will be at once handed over to the civil power. In no other cases than those mentioned in this paragraph, is a person not serving as a soldier to be taken into military custody—except for the purpose of being brought forth with before a court of summary jurisdiction—until he has been duly committed by a magistrate and delivered into military custody. Can. 432.

A.O. 180—1912.

Exemption
earned by
exemplary
service.

Can. 433.
Attestation
on which
to serve.

Can. 434.
In which
corps to be
tried.

Can. 435.
Relegation to
former corps.

Can. 436.
Notification
of disposal
of soldier.

Can. 437.
Escort for
deserter.

Can. 438.
Procedure of
receiving
notification
from civil
power.

Can. 439.

501. When exemption from trial on a charge of fraudulent enlistment has been earned by exemplary service in any corps, the Commanding Officer of that corps will be held responsible for notifying the fact to the soldier's previous corps.

502. When a soldier is held to serve in his present corps, he will serve on his last attestation. If he is relegated to his former corps he will serve on his former attestation.

503. As a general rule, a soldier who has fraudulently enlisted will be tried in his present corps, and arraigned as belonging thereto; and the necessary evidence will be obtained from his former corps.

504. When it is decided that a soldier who has fraudulently enlisted is to be relegated to his former corps after punishment, the C.O. of the unit in which he is serving will forward his transfer documents, and communicate the result of the trial, and particulars as to place of confinement and expiration of imprisonment or detention to the C.O. of his former corps, who will arrange for the removal of the man at the expiration of his sentence. The relegation to the former corps will take effect from the date of committal.

505. The C.O. of the unit to which a soldier may be relegated, or, if the relegation be not ordered, the C.O. of the unit in which the soldier is serving, will communicate to any units in which such soldier may have previously served, the result of the trial, or the manner in which his case has been disposed of.

506. The regulations laid down in paras. 507 to 513 will be observed in respect of an escort despatched for deserters, which will invariably take with it the route issued for the journey.

507. When a notification is received that a person apprehended on suspicion of being a deserter has been committed to prison to await an escort, a C.O. will, where the man named is traced as being illegally absent, and evidence as to identity is available, despatch an escort (consisting if possible of soldiers capable of identifying the deserter) to bring the deserter back should he be identified. A "deserter route" will be filled in for this service, and must be taken by the N.C.O. detailed for the duty as the authority to receive the deserter or absentee. If it appears to the C.O. that the person is not an absentee without leave or a deserter from the unit under his command, he will so inform the magistrate or the governor of the prison, as the case may be, the latter being at the same time requested to release the man from custody. In cases where the man admits the offence and there is documentary evidence as to his desertion, he may be taken over into military custody notwithstanding that there are no witnesses to identify him, pending instructions from the officer not below the rank of colonel having power to deal with the case by D.C.M. (which should be applied for) as to his being held to serve under Section 72 of the Army Act. If the person is an absconded recruit who has not joined his unit, the descriptive return will be transmitted immediately to Militia Headquarters with an intimation to that effect. When the person is identified and received into military custody, the descriptive return will be retained by the unit concerned, the reward for the apprehension and the attendant expenses, if any, being dealt with as provided in the Pay and Allowance Regulations.

508. When a notification is received from the police that an alleged deserter is to be brought before a court of summary jurisdiction for disposal, a C.O. will, if the man can be traced as a deserter or absentee (not an absconded recruit) from the unit, despatch an escort with a view to the alleged deserter being, if identified, taken over at the court, instead of being committed to prison; if an escort can be sent so as to be at the court before the case is disposed of, the police should be notified by telegraph that an escort is being sent. In such cases the N.C.O. of the escort will be instructed to obtain M.F. —B 356, before leaving the court.

509. An escort proceeding to receive over from civil custody a deserter, or absentee without leave, will be provided with an order for the removal of the man. The order will be given up to the governor, magistrate, police officer, or chief officer of the prison. When a "deserter route" is issued, this order, which forms part of it, will be detached and similarly given up on taking over the deserter or absentee.

510. The commander of an escort is required to compare the identity of deserter and his necessities with the description and account inserted on the "route," as he is responsible for the identity of the person committed to his charge, and liable to punishment for suffering the necessities of the deserter to be misused or made away with on the road.

511. Such necessities as the deserter may absolutely require, and which are not amongst the articles left behind by him, not exceeding, however, one shirt, one pair of boots or shoes, and one pair of socks, will be provided under the orders of the C.O. of the corps furnishing the escort, and the charge for the same will be defrayed by the C.O. the company, &c., to which the man belongs, and will be subsequently included in the deserter's accounts.

512. In cases where identification is necessary, and it appears to a C.O. doubtful if the deserter should be conveyed to the headquarters of his unit, he will make an immediate report to the D.O.C. with a view to special instructions being given.

513. An escort will not take into custody a person who is not identified as a deserter.

514. When a soldier has been committed as a deserter under the Army Act, Section 154, and has signed the confession contained in the form of committal to the effect that he is a deserter, or when a soldier while serving has signed a confession that he has been guilty of fraudulent enlistment (Sec. 13 of the Army Act), and it is not considered desirable that the soldier should be tried for his offence, application will be made to the D.O.C. in, or under, whose command the soldier is serving, who may dispense with the soldier's trial by court-martial for desertion or fraudulent enlistment, and make an order as to forfeitures.

515. A copy of the committal or the confession should accompany the application, and whenever possible, evidence as to the truth of the confession should have been previously obtained. Where a soldier has not signed a confession before a magistrate, the following forms may be used:—

Can. 440.

Can. 441.

Can. 442.

Can. 443.

Can. 444.

Can. 445.

Can. 446.

Can. 447.

Form of Confession of Desertion.

I (Here insert name) do hereby confess that I am No. of the corps, and that I deserted from that corps on (any other particulars to be added). Signed this day of (Signature of soldier).

(Signature of Commanding Officer).

NOTE.—Where the soldier confesses to more than one offence of desertion the form may be varied to suit the case.

Form of Confession of Fraudulent Enlistment.

, now being No. of the corps, do hereby confess that I was No. in the corps, that I absented myself from that corps on and that I fraudulently enlisted in the Permanent Force on the day of (Signature of Soldier).

(Signature of Commanding Officer).

NOTE.—Where the soldier confesses to more than one offence of fraudulent enlistment the form may be varied to suit the case. If the confession includes both desertion and fraudulent enlistment, both the above forms may be combined in one form of confession.

Order dispensing with trial.
Can. 448.

516. If the application for dispensing with trial in case of desertion or fraudulent enlistment is approved it is a disposal of the case. It will therefore be illegal for a Commanding Officer to award any punishment in addition.

Confession and order to be preserved with record of service.
Can. 449.

517. The soldier's confession and the order dispensing with trial, or copies thereof, will be preserved with the attestation, and an entry of the order dispensing with trial will be made in the conduct sheets as if the soldier had been convicted by court-martial of his offence. This entry will be shown upon page 3 of "Statement as to Character, &c.," at any subsequent trial.

Discipline, &c., at Schools of Instruction.

Can. 450.
H.Q. 301—1—48.

518. All schools of instruction, with their duly appointed Commanding Officers, are, for every purpose of command, administration and instruction, independent of each other and directly under the District Officers Commanding within whose commands they are situated.

Can. 451.

519. Officers, non-commissioned officers, &c., attached for instruction will, for the purposes of discipline, be held to be called out for service, and be subject to the laws and regulations which, under the provisions of the Militia Act, apply to officers, non-commissioned officers, &c., so called out.

G.O. 78—1913.
Can. 452.

520. An officer commanding a school of instruction may remand to his unit an officer or soldier attached for instruction who, by his conduct or otherwise, is not likely to benefit the service by his retention at the school. Each such case will be reported to Militia Headquarters.

2.—COURTS-MARTIAL.

General Instructions.

521. Under the Army Act, the jurisdiction of courts-martial in respect of the trial of different offences is unrestricted, and it will be observed that, except where a particular course is prescribed by the regulations, it is not imperative to try any offence by court-martial. Jurisdiction. Can. 453.

522. A superior officer to whom a case is referred may deal with it as follows:— Power of superior officer. Can. 454.

- (i.) He may refer the case to a superior officer; or
- (ii.) He may direct the disposal of the case summarily, or by R.C.M.; or
- (iii.) If he has power to convene a D.C.M., he may convene a D.C.M. to try it; or
- (iv.) If he has the power to convene a G.C.M., he may convene either a G.C.M. or a D.C.M. to try it.

523. The officer referred to in para. 522 as a "superior officer," is not more clearly defined, as his position and rank depend upon the varying conditions of service. It rests with the Militia Council to determine to whom charges should be referred which should not be disposed of without reference to higher authority. Definition of superior officer. Can. 455.

When the superior officer is the C.O. of the accused or an officer who has investigated the case, he cannot exercise the powers detailed in para. 522 (ii) to (iv) inclusive. Imp. 549.

524. When an officer to whom a charge is submitted is of opinion that delay is inexpedient, he may dispose of the case without any reference to higher authority. In such case he must immediately report his action, and his reasons for it, to the officer to whom he would otherwise have referred the case. Power in case of emergency. Can. 456.

525. If a soldier has been tried by an inferior court without the authority herein prescribed, the validity of the proceedings is not affected thereby, and the conviction, if otherwise sustainable, will hold good (see para. 412). Validity of unauthorized proceedings. Can. 457.

526. In deciding as to the description of court before which a charge shall be tried, general and other officers in command will bear in mind that there are few offences which cannot effectually be dealt with by D.C.M. In cases however, of very aggravated offences, when the state of discipline in a district, garrison, or corps, renders a serious example expedient, or when the offender bears a bad character, a G.C.M. may be convened. When a case should be had to superior court. Can. 458.

527. When a soldier is to be tried for an offence in relation to enlistment, the particulars of his character and of former convictions when serving under previous attestations will be obtained, both for the information of the convening officer and for the purpose of being given in evidence before the court-martial. Civil convictions for offences while in a state of absence or desertion should be given in evidence after the finding. Trial should not be unduly delayed if difficulty occurs in procuring documents, in relation to any previous service, which can be dispensed with. Previous character of soldiers to be produced at trial for offences against enlistment. Jan. 459.

Offences against superior.
Can. 460.
528. In the case of offences against a superior, an offence having relation to the office held by the superior is of greater gravity than an offence against the individual apart from the duties of his office, and, especially in the less serious classes of this offence, the lower the rank of the superior officer against whom the offence is committed, the less will usually be the gravity of the offence.

White flag.
A.O. 40—
1914.
Can. 461.
529. Any officer or soldier who, when in the presence of the enemy, displays a white flag or other symbol in anticipation, or in token, of surrender, will be tried by G.C.M. In cases where the evidence is not sufficient to justify a charge under Sections 4 or 5 of the Army Act, the charge will be laid under Section 40 of that Act.

Crime of theft.
Can. 462.
530. Theft from a comrade should, unless there are particularly complicated circumstances, be dealt with by court-martial in preference to trial by the civil power, and the charge is to be framed under Section 18 (4) Army Act. Where there is no evidence of theft, and a soldier is charged with improper possession of a comrade's property, the charge is to be laid under Section 40.

Charges against pay sergeant.
Can. 463.
531. When a pay sergeant is unable to account satisfactorily for public money entrusted to him, and it is proposed to try him by court-martial for an offence involving fraud, under Sections 17 or 18 of the Army Act, if there is any reasonable ground for believing that the deficiency may have been the result of negligence only, an alternative charge under Section 40 of the Army Act should be added to the charge sheet, the particulars of which should contain the allegation that he so negligently performed his duties as to cause a loss to the public of the sum unaccounted for.

Return of officers available.
Can. 464.
532. Applications for District Courts-Martial are to be accompanied by a return showing the number of qualified officers available to be detailed as members of the court.

District Court-Martial.
Can. 465.
If officers attached to the Permanent Force for instruction are detailed as members of courts-martial, they are entitled to seniority according to their militia rank.
533. When an officer of the rank of captain is not available as president of a D.C.M., the power of convening the court should not be exercised except when such a course is absolutely necessary, and when the case cannot conveniently be referred to the Militia Council.

Regimental Court-Martial.
Can. 466.
534. The proper authority to convene a R.C.M. is the C.O. of the person charged, and although an officer who is authorized to convene a G.C.M. or a D.C.M., or an officer in command of a mixed force, has this power, he should, when he orders a case to be disposed of by R.C.M., direct the C.O. to convene the court instead of convening it himself, unless the C.O. is unable to form a court from the officers under his command.

Offences of stablemen and stable sentry.
Can. 467.
535. In framing charges for offences in the cases of soldiers employed in taking care of horses and stables, it will be borne in mind that the sections of the Army Act referring to sentries do not apply to "stablemen," which latter expression applies only when the orders regarding the posting and relief of sentries are not strictly carried out; but when a soldier of a stable guard or pique is posted over horses or otherwise as

a sentry, and is regularly relieved as such, he is to be regarded in every respect as a sentry, notwithstanding that he may have been posted without arms.

Court-martial stoppages.
Can. 468.
536. When a soldier is to be tried by court-martial for an offence under Section 13 of the Army Act, and the evidence appears to disclose that by committing such offence he has obtained a free kit to which he was not entitled, the words "thereby obtaining a free kit, value....." should be added to the particulars of the charge, the value being assessed according to the Clothing Regulations. If the soldier is convicted of the offence, the court, after satisfying themselves that compensation for such free kit is due to the public, should invariably award a sentence of stoppages for the value thereof as stated in the charge.

Framing charges under Sec. 24.
Can. 469.
537. In framing charges under Section 24 of the Army Act, the following rule will be observed:—

In the absence of evidence of some positive act of pawn-ing or selling arms, equipment, clothing, &c., a charge of "making away with" should not be preferred. When, therefore, articles of this description are found to be deficient through the culpability of a soldier under the above conditions, it will be sufficient to prefer a charge under Sub-section (2).

Value to be stated on charge.
Can. 470.
538. The value of any article in respect of which it is desired that the court shall sentence the offender to stoppages should be stated in the "particulars" of the charge and proved in evidence. This applies only to articles the value of which has to be made good to the public. Except as provided in para. 536, it will be unnecessary to set forth the values of necessities and personal clothing that are the property of the soldier, the specification of which is required only to acquaint the soldier with the particular articles he is charged with making away with, or losing by neglect, and to enable him to answer to the charge. Any deficiency of necessities and personal clothing (except as provided in the Clothing Regulations for returned deserters), his to be made good by the soldier as a matter of account between him and his captain (subject to his right of complaint under Section 43 of the Army Act).

Can. 471.
539. A court-martial, in passing sentence will not, except as provided in para. 536, award stoppages in respect of articles of necessities and personal clothing.

To be actual values.
Can. 472.
540. The values of articles of government property stated in the particulars of a charge are to be the actual values, whenever such actual values can be accurately determined according to regulation. When this computation cannot be effected, and values in excess of the sum subsequently found to be required to make good the expenses, loss, damage, or destruction, are necessarily stated in the charge, and corresponding deductions have been included in the sentence of the court, regard must be had to proviso (b) of Section 138 of the Army Act in making the deductions from the soldier's pay.

Clothing, stores, etc., lost on desertion.
Can. 473.
541. A soldier rejoining from desertion, or discovered to have fraudulently enlisted, will not be charged with the value of public clothing, stores, &c., lost on desertion unless he is

sentenced by court-martial, or by the award of the competent military authority dispensing with his trial, to make good such value.

Fraud.
Imp. 561A. 542. In all cases of fraud, the charge and summary of evidence will be submitted to the Judge-Advocate-General before trial is ordered.

This does not apply to simple cases of theft.

Examination
of charges.
Cin. 474.
Imp. 567. 543. Every charge preferred against an officer or soldier, and the circumstances on which it is founded, are to be carefully examined by the officer under whose authority the order for trial is issued, and the evidence should be in his opinion sufficient to justify the arraignment of the accused before a court-martial. He must satisfy himself that the charge is for an offence under the Army Act, and properly framed in accordance with the Rules of Procedure and these Regulations.

In trials by
court-martial
minor offence
may be
dropped.
Cin. 475. 544. When a soldier is to be arraigned on a serious charge, and charges for minor offences are pending against him, or the circumstances of the serious offence disclose minor offences, the convening officer may use his discretion in striking out any minor offence, and directing that it shall not be proceeded with. Special provision is made for the case of simple drunkenness in para. 494. As a rule, a charge should not be brought to trial as an addition to a serious charge if it would not otherwise have been tried by court-martial.

Change of
venue of
court-martial.
Cin. 476. 545. If, in the opinion of a convening officer, a court-martial could more conveniently be held at a place other than that where the accused is, he may cause the court to be convened at any place within his command. If it is desired to hold the trial in any place beyond his command, application will be made to the Secretary of the Militia Council with an explanation of the reasons for this course. A saving of expense owing to transit of witnesses or members would be a sufficient reason, but no change of place is to be made when it appears that the accused is likely to be prejudiced in his defence by the change. When the case is to be tried in another command, the court will be convened under the orders and on the responsibility of the officer to whose command the accused is removed.

Military witness from
distant
stations.
Cin. 477. 546. When an officer or soldier is required as a witness before a court-martial, and is not serving in the District in which the court is to be held, application for his attendance is to be made to the Secretary of the Militia Council. The probable day of the assembly of the court should be stated in such application.

Officer on
joining to
attend trials.
Cin. 478. 547. An officer will be required on first joining to attend all Regimental Courts-Martial for instruction, and such other courts-martial as the Officer Commanding the station may direct, for at least one year from the date of his joining; and he is not to be nominated a member of a court-martial, even if qualified to sit, until his C.O. deems him competent to perform so important a duty, nor, when it can be avoided, unless he has previously attended as supernumerary at least ten times.

Appointment
of prosecutor.
Cin. 479. 548. In a difficult case the convening officer will select a specially qualified officer to act as prosecutor. If such an officer is not available, he should apply as soon as possible to superior authority for the services of one.

549. An Officer Commanding a Military District is to obtain Engagement the sanction of Militia Headquarters before counsel is engaged of counsel.
Can. 480.
G.O. 126—
1910. to appear on behalf of a prosecutor. The assistance of counsel at courts-martial should be applied for only in cases of an exceptionally difficult or complicated nature, and this course should be very rarely necessary when the offences are of a purely military character.

550. When an application is submitted to Militia Headquarters for permission to engage counsel to appear on behalf of a prosecutor, the hour, date and place of assembly fixed for the court-martial, with the name of the officer who will act as prosecutor, should be stated, and a copy of the approved charges and of the summary of evidence should invariably accompany and application, together with a statement setting out the reasons for considering the employment of counsel necessary.

If any alteration is subsequently made in the charges, a copy of the amended charges will be at once forwarded to Militia Headquarters.

551. It is the duty of a prosecutor to bring all the facts of a case fully before a court in evidence, and to take care, especially when the accused is not assisted in his defence, that no material fact in connection with the offence charged is omitted which would, if given in evidence, tell in favor of the accused. Drunkenness is no excuse for the commission of an offence, but if the charges against a soldier do not allege drunkenness, and he was drunk at the time he committed an offence with which he is charged, the prosecutor should bring out this fact in evidence.

552. For D.C.M. and R.C.M. the legal minimum number of members will ordinarily be sufficient to form the court; but if necessary, a larger number may be detailed, and waiting members provided. For the trial of doubtful or complicated cases a D.C.M. should, when possible, consist of five officers. When the minimum number is detailed not more than one member should be a subaltern.

553. The president of a court-martial must be named in the order for the assembly of the court. The members and the form of waiting members may be mentioned by name or the number and ranks and the unit to which they belong may alone be named.

When the composition of a court-martial differs from the normal, in respect either of the description or of the rank of the officers ordered to form the court, or on account of the suspension of the operation of a rule, the prescribed form of the order convening the court must be strictly followed, as the legality of the trial may depend on the correct wording of the order.

It is essential that M.F.B. 220 should be free from alterations or erasures as regards the portion relating to the officers appointed and detailed to compose the court. Where alterations in the composition of the court are necessary at any time after M.F.B. 220 has been prepared, this document will be withdrawn and a new M.F.B. 220 will be substituted.

Rank of members.
Can. 484.
554. In addition to the restrictions in the rank of officers appointed to serve on courts-martial which are prescribed by the Army Act, and the Rules of Procedure, the following rules will be observed:—

- (i.) Whenever a general officer or a colonel is available to sit as president of a G.C.M., an officer of inferior rank is not to be appointed.
- (ii.) When the C.O. of a corps is to be tried, as many members as possible are to be officers who have held or are holding commands equivalent to that held by the accused.

Hours of sitting to be regulated.
Can. 485.
555. Courts-martial will usually be held between 10 a.m. and 4 p.m. or 11 a.m. and 5 p.m., at such hours as will interfere as little as possible with parades and other regimental instruction. A court-martial should not ordinarily be required to sit for more than six, or at the most eight, hours during one day.

Accused person.
Can. 486.
556. An accused person for trial is to be examined by a medical officer on the morning of each day the court is ordered to sit, and a C.O. is responsible that no accused person is brought before a court-martial if, in the opinion of the medical officer, he is unfit to undergo his trial. An accused person brought before a court-martial will, if he is an officer, warrant officer, or N.C.O., be attended by an officer or N.C.O. having him in custody, or, if of lower rank, by an escort. The officer or N.C.O. in charge will be responsible for his safe conduct, but will obey the directions of the court while the accused is in court. An accused person will not be handcuffed, unless this is absolutely necessary for the purpose of preventing his escape or rescue, or of restraining his violent conduct.

Certified copies of original documents to be annexed to proceedings.
Can. 487.
557. When an original document, other than M.F.—B. 259, is furnished to the prosecutor to be produced in evidence before a court-martial, it will rarely be necessary to annex it to the proceedings. A certified copy should be produced to the court, together with the original, the former being attached to the proceedings, and the latter returned to its proper custodian. Documents, the actual appearance of which is material to the case (e.g., alleged forgeries), will always be attached in original.

Proving soldier a defaulter.
Imp. 581A.
558. In cases where it is necessary to prove that a soldier was a defaulter at the time of the commission of an offence for which he is to be tried by court-martial, a certified true copy of the record of the punishment awarded, so far as it consists of confinement to barracks, taken from the guard report (M.F.B. 237), of the minor offence report (M.F.B. 224), as the case may be, will be produced in evidence before the court-martial by a witness on oath, and will be attached to the proceedings. The copy of the record will be prepared in the following form:—

Copy of a record in the Guard Report (M.F.B.—237), or Minor Offence Report (M.F.B.—224), of the
Regiment, dated (date to be stated),
showing the punishment of confinement to barracks awarded on that date to the undermentioned soldier:—

Corps	Squadron, battery or company	Regimental No.	Rank	Name	Punishment awarded	By whom awarded

(Signed) A. B.

Adjutant Regiment.

Certified true copy,

A. B. (Signature)

Commanding Regiment.

559. When an original document has not been returned within a reasonable time the proper custodian of that document will be responsible for its recovery.
Can. 488.

560. The following shall be the oath to be administered by the prescribed person to every member of every court-martial before the commencement of the trial:—
Can. 489.

"You do swear, that you will well and truly try the accused (or accused persons) before the court according to the evidence, and that you will duly administer justice according to the laws in force for the government of the Militia of Canada, without partiality, favour, or affection, and you do further swear that you will not divulge the sentence of the court until it is duly confirmed, and you do further swear that you will not or any account at any time whatsoever disclose or discover the vote or opinion of any particular member of this court-martial, unless therunto required in due course of law. So help you God."

Sentences of Court-Martial

561. When passing sentence, a court-martial will have regard not only to the nature and degree of the offence and the previous character of the accused, as proved in evidence, but also to the nature and amount of any such consequences which, by virtue of any statute, warrant, order or regulation, are involved in their finding, or entailed by their sentence, in addition to the punishment awarded by the court.
Can. 490.

562. (i) All convictions, whether by courts-martial or by civil courts, except as provided in para. 1596 (iii), for offences committed by a soldier since his first enlistment, including any time passed in a state of desertion, will be given in evidence against him. The court will consider if any circumstances have been disclosed by the evidence in extenuation or aggravation of the offence. In awarding imprisonment or detention they will keep in view the locality and climate in which the accused
Can. 491.

Rank of members.
Can. 484.
554. In addition to the restrictions in the rank of officers appointed to serve on courts-martial which are prescribed by the Army Act, and the Rules of Procedure, the following rules will be observed:—

- (i.) Whenever a general officer or a colonel is available to sit as president of a G.C.M., an officer of inferior rank is not to be appointed.
- (ii.) When the C.O. of a corps is to be tried, as many members as possible are to be officers who have held or are holding commands equivalent to that held by the accused.

Hours of sitting to be regulated.
Can. 485.
555. Courts-martial will usually be held between 10 a.m. and 4 p.m. or 11 a.m. and 5 p.m., at such hours as will interfere as little as possible with parades and other regimental instruction. A court-martial should not ordinarily be required to sit for more than six, or at the most eight, hours during one day.

Accused person.
Can. 486.
556. An accused person for trial is to be examined by a medical officer on the morning of each day the court is ordered to sit, and a C.O. is responsible that no accused person is brought before a court-martial if, in the opinion of the medical officer, he is unfit to undergo his trial. An accused person brought before a court-martial will, if he is an officer, warrant officer, or N.C.O., be attended by an officer or N.C.O. having him in custody, or, if of lower rank, by an escort. The officer or N.C.O. in charge will be responsible for his safe conduct, but will obey the directions of the court while the accused is in court. An accused person will not be handcuffed, unless this is absolutely necessary for the purpose of preventing his escape or rescue, or of restraining his violent conduct.

Certified copies of original documents to be annexed to proceedings.
Can. 487.
557. When an original document, other than M.F.—B. 259, is furnished to the prosecutor to be produced in evidence before a court-martial, it will rarely be necessary to annex it to the proceedings. A certified copy should be produced to the court, together with the original, the former being attached to the proceedings, and the latter returned to its proper custodian. Documents, the actual appearance of which is material to the case (e.g., alleged forgeries), will always be attached in original.

Proving soldier a defaulter.
Imp. 581A.
558. In cases where it is necessary to prove that a soldier was a defaulter at the time of the commission of an offence for which he is to be tried by court-martial, a certified true copy of the record of the punishment awarded, so far as it consists of confinement to barracks, taken from the guard report (M.F.B. 237), of the minor offence report (M.F.B. 224), as the case may be, will be produced in evidence before the court-martial by a witness on oath, and will be attached to the proceedings. The copy of the record will be prepared in the following form:—

Copy of a record in the Guard Report (M.F.B.—237), or Minor Offence Report (M.F.B.—224), of the
Regiment, dated (date to be stated),
showing the punishment of confinement to barracks awarded on that date to the undermentioned soldier:—

Corps	Squadron, battery or company	Regimental No.	Rank	Name	Punishment awarded	By whom awarded

(Signed) A..... B.....

Adjutant.....Regiment.

Certified true copy,

A..... B..... (Signature)

Commanding.....Regiment.

559. When an original document has not been returned within a reasonable time, the proper custodian of that document will be responsible for its recovery.
Can. 489.

560. The following shall be the oath to be administered to the prescribed person to every member of every court-martial before the commencement of the trial:—
Form of oath.
Can. 489.

"You do swear, that you will well and truly try the accused (or accused persons) before the court according to the evidence, and that you will duly administer justice according to the laws in force for the government of the Militia of Canada, without partiality, favour, or affection, and you do further swear that you will not divulge the sentence of the court until it is duly confirmed, and you do further swear that you will not on any account at any time whatsoever disclose or discover the vote or opinion of any particular member of this court-martial, unless thereunto required in due course of law. So help you God."

Sentences of Court-Martial.

561. When passing sentence, a court-martial will have regard not only to the nature and degree of the offence and the previous character of the accused, as proved in evidence, but also to the nature and amount of any such consequences which, by virtue of any statute, warrant, order or regulation, are involved in their finding, or entailed by their sentence, in addition to the punishment awarded by the court.
Consideration of sentences by courts.
Can. 490.

562. (1) All convictions, whether by courts-martial or by civil courts, except as provided in para. 1596 (iii), for offences committed by a soldier since his first enlistment, including any time passed in a state of desertion, will be given in evidence against him. The court will consider if any circumstances have been disclosed by the evidence in extenuation or aggravation of the offence. In awarding imprisonment or detention they will keep in view the locality and climate in which the accused
Can. 491.

has to undergo his sentence. Sentences must vary according to the requirements of discipline, but in ordinary circumstances, and for the first offence, a sentence should be light. Care must be taken to discriminate between offences due to youth, temper, sudden temptation, or unaccustomed surroundings, and those due to premeditated misconduct.

Imp. 583 (i). If the accused has elected to be tried by a D.C.M. instead of submitting to the jurisdiction of his C.O., his punishment should not on that ground be increased. In ordinary circumstances the court should not award a heavier sentence than that which the C.O. had power to award.

(ii.) A soldier who is convicted by a court-martial of an offence under Sections 17, 18(4) or (5), or 41 of the Army Act, ought, unless in the opinion of the court there are special reasons to the contrary, to be sentenced to imprisonment, and undergo his sentence in a civil prison, but in cases where the confirming officer does not consider the soldier should be discharged from the force as a consequence of his conviction, he may commute the sentence of imprisonment to one of detention. These offences should not be dealt with by a court-martial inferior to a D.C.M.

(iii.) Except as provided in the preceding subparagraph, a soldier sentenced by a court-martial to imprisonment with or without discharge with ignominy, will be committed to a civil prison to undergo his sentence.

Imp. 583 (iv). (iv.) Detention has been introduced into the scale of punishments in order that soldiers who are convicted of offences which do not warrant discharge should not, as a rule, be subjected to the stigma attached to imprisonment. The latter punishment ought, as a rule, to be reserved for men convicted of serious offences, or of grave military offences, which in the opinion of the court render their discharge with ignominy advisable.

(v.) Where, therefore, a soldier has, for a purely military offence, been sentenced by a court-martial to imprisonment without discharge with ignominy, the confirming officer, or other superior authority, should, except under very special circumstances, commute the sentence to a sentence of detention.

Imp. 583 (vi). (vi.) When a sentence of imprisonment is commuted into one of detention, the term of detention must in no case exceed the term of imprisonment originally awarded.

(vii.) A sentence of detention, being lower in the scale of punishments than imprisonment, cannot be commuted into one of imprisonment.

(viii.) Where a soldier has been sentenced to imprisonment and to be discharged with ignominy, and a confirming officer, or other superior authority, commutes the imprisonment to detention, he will, in such a case, remit the discharge with ignominy, as such a discharge cannot accompany a sentence of detention. The converse will also hold good, that is, when a confirming officer, or other superior authority, remits a discharge with ignominy, he will at the same time commute the sentence of imprisonment to one of detention.

(ix.) A soldier who is convicted by a court-martial of a purely military offence and who, at the expiration of his sen-

tence, will rejoin his unit, should not ordinarily be sentenced to imprisonment.

(x.) The powers of a R.C.M., and of a C.O., do not extend to the award of imprisonment. A R.C.M. or a C.O. may award detention and a soldier awarded detention will undergo his sentence in a detention barrack, or a branch detention barrack. He cannot be sent to prison for that purpose, but a soldier sentenced to imprisonment may undergo his sentence in a detention barrack if no civil prison is available.

(xi.) The following general instructions are issued for the guidance of courts-martial, but nothing contained in them must be construed as limiting the discretion of the court to pass any legal sentence, whether in accordance with these instructions or not, if, in their opinion, there is good reason for doing so:—

OFFENCES	PUNISHMENT		REMARKS
	Detention	Imprisonment	
	Period	Period	
(a) In the absence of a previous conviction, or of aggravating circumstances, or of antecedents appearing to require a severe lesson or of an unusual prevalence* is the unit or person of the species of offence forming the subject of the charge. Leaving guard or post Offence of entries Insubordinate or threatening language. Disobedience not of a gravenature. Resisting escort, not involving an attempt at serious injury. Breaking out of barracks. Neglect of orders. Absence Failing to appear at parade. Being out of bounds. Drunkenness. Release of person or allowing person to escape (not wilfully). Escaping from custody. Loss of kit etc. Irregularity or omission in regard to returns (not fraudulent) Minor contempt of court martial. False answer on attestation. Conduct to prejudice, &c. not of a serious nature).	Not exceeding 28 days	An addition of from 7 to 28 days' detention may appropriately be made in the case of each previous conviction, whether for a similar, or any other offence or of any circumstances that aggravate the gravity of the offence.
(b) Striking a superior officer..... Disobeying a lawful command (grave cases). Fraudulent enlistment. False evidence. False accusations. Conduct to prejudice, &c. (of a more serious nature than under "a")	Not exceeding 112 Days	If the offence has been repeated, or attended with circumstances which add to its gravity, a sentence should be proportionately increased.

*Where an offence is unusually prevalent in a district or garrison, attention should be drawn to the fact periodically in local orders, and not by special directions to courts-martial.

§Cases of absence, or failing to appear at parade, which involve the avoidance of embarkation, will be held to aggravate the gravity of such offences.

OFFENCES	PUNISHMENT		REMARKS
	Detention Period	Imprisonment Period	
(c) Ordinary theft..... Frauds. First offences under Sec. 41 of the Army Act.	Not exceeding 112 days	If the offence has been repeated, or attended with circumstances which add to its gravity, a sentence of from 112 days to 6 months imprisonment should suffice. If repeated three or more times, a sentence of imprisonment for 1 year and upwards should suffice.
(d) An offence under Sec. 32 of the Army Act.	Not exceeding 6 months	If repeated, a sentence of imprisonment for 1 year and upwards should suffice.
(e) Gross violence to superiors Disgraceful conduct under Sec. 18 (b) of the Army Act.	1 year and upwards
H.Q. 652— 1-4. (f) Desertion, for first offence, if within first 6 months service..... Desertion, for first offence, if after first 6 months' service and unaccompanied by aggravated circumstances... Desertion, for second offence.....	90 days 6 months	1 year and discharge with ignominy	

(xii.) When an offender is convicted on two or more charges, the sentence should be that which is considered adequate for the gravest of the offences, with some addition for each of the other charges.

(xiii.) The addition of "discharge with ignominy" to a sentence of imprisonment is as a rule advisable in the case of any persistent offender, e.g., who has been previously convicted of desertion. It should also be awarded for an offence under Section 32 of the Army Act, or these coming under (c), (d) or (e).

Limit to Imprisonment.
Cm. 492. 563. When a court-martial passes sentence on a soldier already under sentence of imprisonment or detention, or on a soldier tried at the expiration of a term of imprisonment or detention for an offence committed or discovered during its continuance, regard must be had to the provisions of Sec. 68 of the Army Act; the limit of two consecutive years of imprisonment or detention, including the term already undergone, will under no circumstances be exceeded.

Framing sentences.
Cm. 493. 564. A court-martial in framing sentences will observe the following rules:—

(i.) Terms of imprisonment or detention not amounting to six months will be awarded in days.

(ii.) Terms of imprisonment or detention of one year and two years will be awarded in years.

(iii.) Other terms of imprisonment or detention will be awarded in months, or, if required, in months and days.

565. When a soldier has been convicted by court-martial of Theft, etc., theft, embezzlement, or receiving with guilty knowledge, Sec. stoppages for, etc. 75 of the Army Act provides for the restitution of the stolen property in certain cases. If the soldier has been sentenced to be placed under stoppages in respect of the property stolen, or unlawfully obtained, and any sum of money which may have been found upon him has been appropriated to the above use, he should be placed under stoppages for the balance only of the stoppage awarded by the court.

566. It is the province of a confirming officer, by the exercise of his powers of commutation or mitigation, to regulate the amount of punishment awarded by courts-martial, and to ensure that the finding and sentences are legal, and that no sentence is heavier than the interests of discipline and the merits of the particular case require. In exercising the powers of commutation or mitigation the confirming officer will be guided by the instructions in para. 562 in order that, having due regard to the soldier's character, &c., no great disparity may exist between sentences awarded for similar offences.

567. A confirming authority, when the proceedings require confirmation, may confirm or refuse confirmation, or may send back the finding and sentence, or either of them, for revision once, but not more than once, and where the finding only is sent back for revision, the court have power, without any direction, to revise the sentence also.

When the confirming authority finds it necessary to comment upon the proceedings of such a court-martial, whether original or revised, his remarks will be separate from and form no part of the proceedings. They will be communicated in a separate minute to the members of the court, or, in exceptional cases where in the interests of discipline a more public instruction is required, they will be made known in the orders of the command. In no case will he comment upon a finding of "not guilty" or upon the inadequacy of a sentence, and great care is to be taken not to interfere unduly with the discretion with which the court is vested in the exercise of its judicial functions.

Where statements made by an accused, in mitigation of punishment, reveal facts which might influence confirming officers in determining the proper sentence, or contain matter which might call for disciplinary action, investigation into the truth or otherwise of such statements should be made by the confirming officer, if practicable, prior to confirmation.

If such inquiry is likely to cause substantial delay in confirmation, confirming officers may confirm the proceedings forthwith, and make investigation with a view to subsequent reconsideration. They will use their own discretion whether they will retain the proceedings or will forward them at once to the Judge Advocate General; in the latter case the outcome of the investigation will be communicated to the Judge Advocate General subsequently.

Investigation of statements made by an accused.
Imp. 589.
Cm. 493.

Remarks in cases of acquittal.
Can. 497.

To withhold confirmation from illegal proceedings.
Can. 498.

Cases of irregularity only.

Defects discovered after confirmation.

Effect of remission of entire sentence.

Transmission of proceedings of general courts-martial for confirmation.
Can. 499 & 502.

Promulgation of courts-martial.
Can. 500.

Covering letter.
Can. 501.

Disposal of proceedings after promulgation.
Imp. 595.
Can. 502.

568. If an officer who would have confirmed the finding and sentence of a court, had the trial resulted in a conviction, thinks it necessary to remark upon the proceedings in a case where the accused has been acquitted, he will not annex his observations to the proceedings but will embody them in a letter for the information of superior authority, who will give such orders as may be necessary.

569. If it appears to a confirming officer that the proceedings of a court-martial are illegal, or involve substantial injustice to the accused, and he has not confirmed the finding and sentence, he will withhold his confirmation; if he has confirmed the finding and sentence, he will direct the record of the conviction to be removed, and the soldier to be relieved from all consequences of his trial. If he is in doubt, he may refer the case for the opinion of superior authority. When the circumstances of the case admit of reference without undue delay the proceedings of courts-martial that have been confirmed will not be quashed without reference to the Judge Advocate General. If the proceedings can be legally sustained, and there is no substantial injustice, but as irregularity has occurred, the conviction may take effect, but the confirming officer will consider what reduction of the sentence (if any) is due to the soldier. The same rule will apply when the proceedings of a court-martial, after confirmation, come under the review of any other authority competent to deal with them. Except as above provided, when a soldier has been tried and sentenced by court-martial, and the proceedings have been confirmed, but the sentence has been wholly remitted, the remission does not extend to any penalty or forfeiture consequent on the conviction.

570. The proceedings of a G.C.M. are to be sent to the Judge Advocate General, for transmission to the Secretary of State for confirmation by His Excellency the Governor-General representing His Majesty the King.

571. The proceedings of courts-martial, including the charge, finding, sentence, and confirmation, will be promulgated whenever practicable by being read out on parade, or in such other manner as may be directed for the particular occasion; in all cases, however, the promulgation must include the communication of the foregoing particulars to the accused. The date of promulgation will, when practicable, be recorded upon the proceedings, and in cases where the confirmation is given by the Governor-General for His Majesty, the date will be reported to Militia Headquarters.

572. All proceedings of courts-martial, whether transmitted before or after promulgation, are to be accompanied by a letter specifying the nature of the contents.

573. The proceedings of a D.C.M. will, when promulgated, be returned to the D.O.C., who will make necessary communication respecting them to the president and judge advocate (if any) for their information. The D.O.C. will then transmit them to the Judge Advocate General without delay.

The proceedings of any G.C.M. or D.C.M. which have not resulted in a conviction, or for any reason have not been confirmed, will be sent to the Judge Advocate General.

In forwarding proceedings which contain statements made in mitigation of punishment, the covering letter should state (where necessary), that such statements either have been or are being investigated.

574. If the proceedings of a G.C.M. or D.C.M. have not been forwarded to the Judge Advocate General within one month from the date of confirmation, a special report of the cause of delay is to be made.

575. A provost-marshal may be appointed when occasion requires, in accordance with such regulations as may be issued.

3.—DISPOSAL OF PERSONS UNDER SENTENCE.

General Instructions.

576. The forms for the commitment, removal, and discharge of soldiers sentenced by court-martial to penal servitude, imprisonment, or detention, or awarded detention by order of a C.O. are annexed to the Rules of Procedure and are issued as Army Forms, and will be referred to in these regulations by the letters they bear in those rules.

577. The powers and functions of the several authorities named in respect of the commitment, removal, and discharge of persons under sentence are defined in the Army Act, Sections 56 to 67, and Rule of Procedure 126.

578. With reference to Sections 136, 138 and 143 of the Militia Act (Chapter 41 of the Revised Statutes of Canada, 1906), the following regulations are authorized with a view to putting into effect the provisions of said Sections 136 and 138:—

(i.) In addition to Officers Commanding Districts, each of the hereinafter mentioned persons is hereby authorized to issue warrants under his hand for the purposes stated in said section 136, and also for the purpose of committing soldiers under sentence of detention to the places hereinafter referred to, viz.:—The Adjutant-General, and so far as relates to his own command, every officer duly appointed to command two or more districts grouped together for the purpose of command and administration, as provided for by section 21 (b) of the Militia Act; and the Commanding Officer of any person mentioned in a warrant and delivered into custody under the provisions of said section 136 or 138. Provided always that when the Adjutant-General is absent from Militia Headquarters, or is on leave of absence, an Assistant Adjutant-General at Militia Headquarters shall be the proper person to issue such warrants in the place and stead of the Adjutant-General; and that when the Officer Commanding a District is absent from his command, or is on leave of absence, the officer duly appointed in charge of the administration or, in Districts where no such officer is appointed, the District Staff Adjutant of such District shall be the proper person to sign such warrants in the place and stead of the absent Officer Commanding.

(ii.) Premises specially appointed by the Minister as places in which soldiers under sentence of detention may be detained will be designated from time to time in Militia Orders.

Imp. 595A.

Delay in transmission to be referred from the date of confirmation, a special report of the cause of delay is to be made.

Can. 508.

Provost-martial appointment.
Can. 504.

Forms of commitment, imprisonment, or detention by order of a C.O. are annexed to the Rules of Procedure and are issued as Army Forms, and will be referred to in these regulations by the letters they bear in those rules.

Can. 505.

Powers of authorities.
Can. 506.

Commitment.
Can. App. XII.

Detention barracks.
So.
P.O. 694.

The regulations governing detention barracks will be published from time to time in General Orders.

Disposal of
soldiers under
sentence.

Can. 507.

579. A soldier sentenced to imprisonment or detention will be classified and dealt with as follows:—

(a) A soldier sentenced to imprisonment will be committed to the nearest civil prison where accommodation is available.

(b) A soldier sentenced to detention will be committed to the nearest detention barrack or branch detention barrack where accommodation is available, but if the term of detention to be undergone does not exceed 168 hours, and there is no detention barrack or branch detention barrack at the station, the detention may be undergone in duly certified detention rooms.

Form of
commitment.

Can. 508.

580. In the case of a soldier sentenced to imprisonment, the order of commitment to a civil prison or to a detention barrack (Form C) will be signed by the soldier's C.O., unless he receives a commitment signed by some superior authority. In the case of a soldier sentenced to detention, the order of commitment to a detention barrack or detention room (Form D) will be signed by the soldier's C.O., and when a soldier who has been sentenced to imprisonment, and who is temporarily confined in a branch detention barrack or detention room, is transferred to a civil prison or detention barrack a fresh commitment (Form C) must be sent with him for his admission into a civil prison or detention barrack.

Medical
certificate to
accompany
every com-
mitment.

Can. 509.

581. Every commitment to a civil prison or to a detention barrack is to be accompanied by a medical certificate of the state of health of the soldier. When the medical officer considers the soldier unfit for the ordinary hard labour, he is to state the grounds on which his opinion is based.

Documents
to be sent
with soldier
under
sentence.

Can. 510.

582. When a soldier is committed to a detention barrack, his conduct sheets and medical history sheet will be sent with him. On the soldier's release they will be returned to the C.O. When the commitment is to a civil prison, copies only of the above documents will be sent with him.

Temporary
detention of
soldier.

Can. 511.

583. A soldier may, by an order signed by his C.O., on Form Q, be committed for temporary detention not exceeding seven days, to any prison, police station, lock-up, or other place of confinement in which he may legally be confined. This order may be made at any time in case of necessity.

Removal of Soldier Under Sentence.

When
soldier may be
removed from
a prison or
detention
barrack.

Can. 512.

Expenses of
escort at
civil court.

Can. 513.

584. A soldier undergoing a sentence by court-martial may be removed from the prison or detention barrack by the military authorities in order to bring him before a military or civil court, either for trial, or as a witness or otherwise.

585. When a soldier undergoing a sentence of imprisonment or detention, or who is in military custody, is bound over under recognizances to appear as a witness before a civil court, and it is necessary to send him there under escort, the N.C.O. in charge will be furnished with the necessary funds by his C.O., and will be instructed to apply to the court for the expenses of the escort, and those of the soldier. Failing the grant of expenses, the C.O. will report the circumstances to Militia Headquarters.

586. An order for the removal of a soldier from a public prison or detention barrack for the purpose of being brought before a court-martial or civil court, will be made on Form K or L. The escort which removes him will obtain from the governor of the gaol, or the commandant of the detention barrack, the original order of commitment, and will return it to the governor of the gaol, or the commandant of the detention barrack, to which the soldier is returned. If he is returned to a different prison, or detention barrack, one of the authorities in or under whose command the soldier is at the time of his return, will make an order for his return to that prison, or detention barrack (on Form K or L), which will be delivered to the governor or commandant with the original order of commitment.

Removal of
soldier to be
brought
before a
court.
Can. 514.

Application will be made to Militia Headquarters for the removal of a soldier under sentence of a civil court.

587. Section 172 (5) of the Army Act authorizes (although it does not oblige) the commander of a ship to receive and detain, as in military custody, any soldier or military convict, or person subject to military law, charged with an offence, whose conveyance by sea has been sanctioned by a military authority. When, therefore, a soldier is sent by sea either without an escort, or with an insufficient escort, under this provision, a special order authorizing the soldier to be conveyed by sea should be issued, either at the place of departure or at the port of embarkation, and produced to the commander of the ship. The embarkation of the soldier should be duly notified to the O.C. at the port of disembarkation, in order that proper arrangements may be made there to receive him over from the commander of the ship.

Detention
in custody on
board ship.
Imp. 625.
Can. 515.

588. When a soldier under sentence is included in an unarmed draft, a suitable number of men of the draft will be supplied with side-arms &c., and employed as an escort. The arms, &c., will on arrival of the draft at the port of embarkation, be handed over by the officer in command to the staff officer in charge, who will arrange with the local ordnance officer for their being returned to the unit which furnishes the draft.

Soldier under
sentence with
unarmed
draft.
Can. 516.

589. When a unit changes station, a soldier confined in a detention room is to be taken with it, and recommitted to the detention room at the new station. The removal from the detention room will be effected by an order (Form N), signed by the C.O.

Removal of
soldier under
sentence
from deten-
tion room on
change of
station.

Can. 517.

590. When a unit moves from one place to another, a soldier undergoing sentence in a civil prison, or detention barrack will, as a rule, remain there until the termination of his sentence, unless permission is received from Militia Headquarters for the soldier to accompany his unit.

On change
of station
of unit.
Can. 518.

Remission of Imprisonment or Detention.

591. When any portion of the sentence of imprisonment or detention which a soldier under sentence is undergoing is remitted by a competent authority under Section 57 of the Army Act, notice of the remission will be sent, when necessary, to

Remission of
imprisonment
or detention,
how carried
out.

Imp. 622.

Can. 519.

Wording of order of remission.

Discharged from prison, &c.

Discharge from prison or detention barrack.
Imp. 633.
Can. 520.

Of soldier under detention by award of C.O.
Imp. 634.
Can. 521.

Procedure after discharge.
Can. 522.

Soldier not to do duty on day of release.
Can. 523.

Time of arrival of soldiers under sentence.
Can. 524.

Strength of escorts.
Imp. 638.
Can. 525.

the O.C. the District in which the prison or detention barrack is, who will make an order for his discharge on Form H or I, and give orders for carrying out the same. In remitting sentences of imprisonment or detention the order is to be so worded as to admit of the discharge of the soldier taking place on the expiration of the reduced term of imprisonment or detention.

When a soldier under sentence earns, by good conduct, a remission under the Rules for Military Detention Barracks and Military Prisons, no order for discharge is required.

Committal To, and Discharge From, Prison or Detention Barrack.

592. An order for the discharge of a soldier confined in a public prison or detention barrack under sentence of court-martial will not be required unless his release is desired before the termination of the sentence. A soldier discharged from a public prison or detention barrack cannot be received over into military custody under the sentence which he has been undergoing. Any of the authorities having power to remit or commute a sentence may by an order signed by him (Form H or I), cause a soldier under sentence to be discharged from a public prison or detention barrack, but the order should not be made unless the immediate liberation of the soldier is necessary. The order will state the necessity of the case, and must be transmitted or delivered in such a manner as to enable the governor of the prison or commandant of the detention barrack to determine the authenticity of the order.

593. When a soldier is undergoing detention under award of his C.O., the C.O. of that soldier may, by an order signed by him (on Form J), cause the soldier to be discharged from the detention barrack or barrack detention room before the expiration of the award.

594. A soldier discharged from detention under the preceding paragraph may be released from further confinement, or may be kept in confinement in the guard detention room until the expiration of the term of detention awarded, as may be ordered by the C.O. If released, the discharge will be held to include remission of the unexpired portion of the detention. If the discharge is made for the purpose of removal with his corps, or for embarkation, the soldier will be received into custody of an escort.

595. A soldier released from prison, detention barrack, or detention room at any hour will be confined to barracks, and be exempted from duty, on that day. The soldier will be so informed.

596. A soldier committed to a civil prison is to be sent so as to arrive at the hour usual at the prison and in any case before 10 o'clock p.m. A soldier sent to a detention barrack or detention room is not to arrive later than 5 o'clock p.m.

Escorts.

597. The escort of a soldier is, as a rule, to consist of one N.C.O. (not below the rank of corporal) and one private; if the soldier is to be conducted to his unit after surrendering

himself a N.C.O. only is sufficient. In the latter case the conducting N.C.O. will take with him an order, signed by the C.O. of the unit, directing the deserter's temporary release from arrest, without prejudice to his re-arrest and confinement which will be effected on arrival at his unit. When parties of two or more soldiers are to be removed from one station to another the number of private soldiers to form the escort need not in ordinary cases exceed half the number to be escorted.

598. Covered conveyance for a soldier proceeding to prison should in all cases be provided. A soldier proceeding to a detention barrack should be marched, unless, in the opinion of the C.O., exceptional circumstances render the provision of a conveyance necessary. An ambulance wagon of the P.A.M.C. should, when available, be employed for these services, otherwise a conveyance may be hired.

599. An escort is answerable for the safety of a soldier entrusted to his charge, and will be provided with handcuffs from the regimental stores for use if necessary. If a C.O. considers it necessary that a soldier should be handcuffed in any special case, he will give orders accordingly. When it is necessary to handcuff a soldier, dressed in uniform or plain clothes, a covered conveyance will be provided as directed in para. 598. A soldier should never be marched handcuffed in military custody through a public thoroughfare, unless such a course is absolutely unavoidable.

600. A N.C.O., furnished, unless otherwise ordered, by the unit the soldier is to join, will be sent to receive over every soldier on the termination of his imprisonment or detention.

601. A N.C.O. sent to receive a soldier from military custody in another corps will be provided with money to pay for subsistence while in barracks or in a guard detention room.

Calculation of Expiration of Sentence.

602. The rule for calculating the date on which sentences expire, unless a remission of any portion has been earned by good conduct under the Rules for Military Detention Barracks and Military Prisons, will be apparent from the following examples:—

(i.) A sentence of eight months' imprisonment or detention awarded on the 30th September expires on the following 29th May. If awarded on the 1st October it expires on the 31st May.

(ii.) A sentence of nine months' imprisonment or detention awarded on the 29th, 30th, or 31st May, expires on the last day of the following February, except in Leap Year, when a sentence awarded on the 29th May would expire on the 28th February.

Conveyance to prison or detention barrack.
Imp. 640.
Can. 526.

Safe custody of soldiers under escort, &c.
Imp. 641.
Can. 527.

N.C.O. to receive soldiers on termination of sentence.
Can. 528.

N.C.O. receiving soldiers from another corps.
Can. 529.

Calculating expiration of sentence.
Imp. 644.
Can. 530.

4.—DETENTION BARRACKS, AND BARRACK DETENTION ROOMS.

General Instructions.

- Inspection, &c.**
Can. 581-2.
 603. Orders as to the inspection, administration and interior economy of detention barracks, and the discipline and military training therein, will be issued through the Adjutant-General.
- Equipment to be taken.**
Can. 588.
 604. A soldier committed to a detention barrack will, in addition to the articles specified in the Clothing Regulations, take with him the following articles:—
Mounted Service.—The rifle (if armed therewith) and the articles of equipment, &c., laid down for "marching order" on the man," with the exception of revolver and pouch.
Dismounted service.—The articles of equipment, &c., laid down for "marching order" except by bayonet and scabbard.
 A soldier who on completion of his sentence is not to rejoin the service will not take carbine or rifle.
- Soldier may be committed to a detention barrack.**
Can. 584.
 605. A soldier sentenced to a term of imprisonment or detention exceeding the period authorized to be carried out in the available branch detention barrack may nevertheless be committed to such detention barrack or to a barrack detention room pending removal to a prison or to another detention barrack.
- Commitment for safe custody.**
Can. 585.
 606. A detention barrack, branch detention barrack or barrack detention room may be used for the safe custody of a soldier who has been remanded for trial by court-martial, or has been tried and is waiting the promulgation of the finding and sentence of a court-martial whenever there is accommodation and arrangements can be made for his being supplied with the ordinary rations and messing of a soldier during such detention. The commitment will be made on Form R. He should be allowed to take exercise during a reasonable portion of each day, and be kept apart from soldiers undergoing sentence. He will not be obliged to work otherwise than by being employed in drill, fatigue, and other duties similar in kind and amount to those he might be called on to perform if not under detention. As such a man will not receive the ordinary detention barrack diet, he will be shown separately in the detention barrack provision accounts.
- Discharge from such commitment.**
Imp. 649.
Can. 586.
 607. Before the commitment of a soldier to prison or detention barrack under sentence of court-martial, authority for his release from the safe custody described in para. 606 will be given on Form S. For the purpose of promulgation of the finding and sentence of the court a soldier will be removed to his corps, when the latter is not inconveniently distant.
- Inspection of detention rooms.**
Can. 587.
 608. A room in the detention barrack or a barrack detention room is not to be occupied until it has been certified by the medical officer to be of such a size, and to be ventilated, warmed, and fitted up in such a manner as may be necessary for the health of the occupants. The C.O. of a unit is to be informed, on his arrival at a station, as to the detention rooms which are fit for occupation. The O.C. a station will ascertain before permitting soldiers to be committed to a detention barrack, that the foregoing regulations have been complied with.

609. A soldier is to be committed to, or released from a detention barrack, branch detention barrack or barrack detention room after the regular dinner hour, and before 5 p.m. The normal hour for release from a detention barrack, branch detention barrack or barrack detention room will be 2 p.m.
610. Any money or superfluous article in possession of a soldier who will return to duty after the completion of his sentence will be taken from him before he is sent to a detention barrack, and restored to him upon his return to duty.
611. Before admission to a detention barrack, branch detention barrack or barrack detention room, a soldier is to be examined by a medical officer, who will furnish a certificate as to his state of health, and report any disability likely to interfere with the execution of the punishment awarded.
612. A C.O. is to send to the detention barrack for a soldier of his unit at the expiration of his detention. Should the C.O. fail to do so, a report is to be made of the omission, and the man should be sent to his corps, or to the corps to which he has been attached, under the charge of one of the assistants, so that no one shall by any possibility be detained beyond the period of his sentence.
613. Branch detention barracks and barrack detention rooms are to be inspected, and each occupant visited daily, by an orderly officer of the garrison, and by a medical officer who is to be named periodically in orders for that duty. These officers will send daily reports of such inspections to the O.C. the garrison.
614. The warrant officer or N.C.O. in charge of a branch detention barrack or barrack detention room will ascertain, before receiving a soldier into custody, that he has been committed by proper authority, and will receive all such soldiers to the extent of the accommodation available. He will also discharge a soldier before the expiration of his sentence when required to do so by competent authority, but he will be careful that the discharge order bears the signature of the proper officer.
615. He will report daily to the staff officer of the garrison the number of vacant detention rooms. He is to be allowed, as assistants, such a number of soldiers as may be deemed necessary, and a private soldier as cook. A C.O. before committing a soldier to the branch detention barrack, will ascertain whether he can be received into that barrack.
616. Barrack detention rooms will be placed under the charge of the regimental provost-sergeant, who will be allowed a private soldier as cook and such other assistance as may be deemed necessary.
617. When the strength of a detachment is under one squadron or two companies, the barrack detention rooms will be placed under the charge of the N.C.O. commanding the barrack-guard, who will perform the duties in connection with the rooms without remuneration. A soldier under sentence must be kept entirely apart from a soldier in arrest.
618. When it is necessary to confine in a barrack detention room a soldier of another unit, such soldier is to be attached to and subsisted by the unit to which the rooms are appropriated.

Rules for commitment and release.
 Imp. 652.
 Can. 588.
 Morey, &c.
 Imp. 652A.
 Medical examination.
 Can. 589.
 Soldier to be sent for on expiration of sentence.
 Can. 540.
 Visiting.
 Can. 541.
 Obligations as to receiving and releasing soldier under sentence.
 Can. 542.
 Available accommodation to be reported and ascertained.
 Can. 548.
 Barrack detention rooms.
 Imp. 658.
 Can. 544.
 Provost—N.C.O. when not allowed.
 Can. 545.
 Soldiers of other corps.
 Can. 546.

Garrison Provost-Sergeants.

Duties in
garrison.
Can. 547.

619. The garrison provost-sergeant will perform such garrison duties as may be directed by the O.C. His will, subject to any garrison orders, visit canteens, repress irregularities, and clear the barracks and military premises of loose and disorderly characters. He will at all times avoid coming into personal collision with soldiers.

Garrison
police.
Can. 548.

620. He will be assisted in his duties by the garrison police composed of such number of soldiers as may be deemed necessary by the O.C.

Command.
Can. 549.

621. The garrison provost-sergeant and the garrison police will, for discipline, be placed under the command of a staff officer serving at the station.

Regimental Provost-Sergeants.

Duties of
provost-
sergeant and
regimental
police.
Can. 550.

622. The duties of the regimental provost-sergeant and regimental police are similar to those of the garrison provost-sergeant and garrison police, but will be confined generally to maintaining order in their own barracks and unit. They have authority, however, to quell all disturbances in the garrison, and may, if occasion arises, apprehend an offender of any unit.

Regimental
police.
Can. 551.

623. The regimental provost-sergeant will be assisted in maintaining order and regularity in barracks or camp, by the regimental police, who will be placed under him. Their number will vary according to circumstances, but is never to exceed six.

5.—COURTS OF INQUIRY, COMMITTEES AND BOARDS.

General Instructions.

Power of
C.O.s. to
assemble.
Imp. 606.
Can. 552.

624. A court of inquiry or board of officers may be assembled by the Minister, or by an officer in command to assist in arriving at a correct conclusion on any subject on which it may be expedient for him to be thoroughly informed; it may be required to give an opinion on any point. A court of inquiry or board of officers may consist of any number of members, its composition being determined by the convening officer according to the circumstances under which it is assembled. Three members, the senior acting as president, will in ordinary cases be sufficient. Attention is particularly drawn to the regulations for courts of inquiry contained in Rule of Procedure 124.

When involving
expense to
public.
Can. 553.

625. No court of inquiry, or board, the assembly of which involves expense to the public, will be convened without special authority from Militia Headquarters; but, when permanently employed medical officers are not available, District Officers Commanding will detail other medical officers for boards assembled under para. 377 (10).

Courts of
inquiry how
conducted.
Can. 554.

626. Courts of inquiry, as a general rule, sit with closed doors, but they may be either open or closed, according to the nature of the investigation, or as may be directed by the convening officer. Any officer or soldier whose character or military reputation may be affected by the inquiry should be present, and may either answer or refuse to answer any ques-

tion put to him, or may avail himself of the opportunity to explain any particular act, or any part of his conduct on which an imputation prejudicial to him may have arisen. The rank of the officers composing the court should be equal, or superior, to that of any officer whose conduct or character may be implicated in the investigation. The presence of a professional adviser before a court of inquiry will not be permitted.

627. Unless the exigencies of the service render it absolutely necessary, district, garrison, or regimental courts of inquiry and boards should not be held during those hours which are devoted to parades or other instruction of the soldier.

628. Unless otherwise specified, the president will fix the time and place for assembly, cause notice of the same to be given to all witnesses and persons interested, and preside during the sittings. If the members cannot agree on an opinion collectively, any dissenting member should state, in writing, the nature and extent of the difference, or give his opinion to the president for transmission with the proceedings.

629. The officer assembling a court of inquiry, committee, or board, will appoint a president by name, or failing such appointment, the senior member will preside. When the convening officer has so appointed a president, no officer senior in rank to the president will be appointed to serve as a member of the court of inquiry, committee or board.

630. When stores, equipment, clothing, or supplies of any kind, belonging to the public, are lost, stolen, destroyed, or damaged, or when a deficiency is discovered on any store account, or in case of losses of animals other than through natural causes, or of structural damage, the amount of loss, i.e., the value of the stores lost, stolen, destroyed, or deficient, or the cost of making good damages, will be ascertained. The value of stores deficient on a store account means the sum total of the values of the stores deficient on individual headings of account, without any abatement in respect of stores, which may be surplus on other headings of accounts.

631. Losses or deficiencies of cash will be dealt with under paragraphs 633 and 634.

632. Should any explosion occur in any magazine, cartridge store, or other explosive store, or should an accident caused by an explosion during the firing of guns, &c., and involving severe injuries to personnel or extensive damage to matériel, happen, the Officer Commanding the Military District in which such explosion or accident occurs will, in addition to any other procedure otherwise laid down, notify the occurrence by telegraph direct to the Secretary of the Militia Council, informing him of the time and place of the court of inquiry ordered to investigate the case.

633. When the amount of the loss, including the cost of structural repairs, exceeds \$250.00, the matter will at once be reported to the D.O.C. and will be investigated by a court of inquiry to be composed, if possible, of officers not belonging to the unit or department concerned.

(1.) If, after considering the opinion of the court, the D.O.C. considers that the loss is due to neglect of duty, or to any other offence under the Army Act, he will, in the case of an officer, apply to Militia Headquarters for instructions, and in

other cases either convene a court-martial or apply to Militia Headquarters for authority to allow the individual responsible to pay the whole or part of the loss instead of being tried by court-martial or of being removed from his appointment or from the service. (As regards liability in case of fire caused by negligence, see para. 976.)

Procedure when loss is not due to an offence but satisfactory explanation is not forthcoming.

Procedure when there is a satisfactory explanation.

(ii.) If the D.O.C. is of opinion that the loss is not due to an offence under the Army Act, but that no satisfactory explanation has been given, he will report to Militia Headquarters whether he recommends that the individual responsible should be allowed to pay the whole or part of the loss, or be superseded in promotion, or removed from his appointment.

(iii.) If such Officer Commanding is of opinion that a satisfactory explanation has been given, he will apply to Militia Headquarters for authority to write off the loss.

(iv.) Deficiencies in money or supplies, the property of a regimental institute, will be dealt with under the provisions of this paragraph, except that sub-paragraph (iii.) shall not apply.

Procedure when D.O.C. can dispose of case. Can. 563.

634. When the amount of the loss including the cost of structural repairs exceeds \$250:—

(i.) The superior officer of the individual responsible will (except as provided in paragraph 977) make a full inquiry into the circumstances, and if he cannot dispose of the case regimentally under the Clothing or Equipment Regulations, will report thereon to the D.O.C., who may, if he sees fit, and subject to (ii.), deal with the case himself, allowing the individual responsible to pay the whole or part of the loss, or giving authority to write it off. Should he deal with the case himself, a full statement of the circumstances, with his decision, will be attached as a voucher to the account on which the loss arises.

(ii.) When the loss is presumably due to theft or fraud, the matter will be referred to Militia Headquarters, except (a) in the case of theft, when the loss does not exceed \$5, and no suspicion attaches to any soldier or other person in the service of the Militia Department, and (b) in the case of theft or fraud, when the loss has been made good and no suspicion attaches to the individual required to make good the loss.

Report to be made of defective ammunition, &c.

M.G.O.

635. An accident or damage to Small Arms or to Small Arm Ammunition, caused by firing or otherwise, will be reported at once to the Senior Ordnance Officer, for the information of the D.O.C. The latter, if he considers it necessary, will order a court of inquiry to assemble and deal with the matter without reference to Militia Headquarters, except that if, in his opinion, the damage is a serious one and requires expert examination, the proceedings will be forwarded direct to Militia Headquarters, with as little delay as possible. The arm or ammunition (just as found after the accident) will be forwarded by the Senior Ordnance Officer of the District, with the necessary vouchers, to the Chief Inspector of Arms and Ammunition, Quebec, and will then be examined by the Standing Small Arms Committee. The latter will forward the report (together with their opinion and recommendation) direct to Militia Headquarters.

336. A court of inquiry under Section 72 of the Army Act, Court of Inquiry to determine illegal absence for the purpose of determining the illegal absence of a soldier, will be held in all cases (except in those of absconded recruits) at the expiration of twenty-one clear days from the date of absence, or as soon after as practicable, unless the soldier has been taken into custody. Before declaring the deficiency of any arms, &c., the court will satisfy itself by evidence that the absentee was, within a reasonable period of the date of absenting himself, in possession of the articles it finds to be deficient. The court will record the values of the unexpired war of all articles of government property found to be deficient. A court of inquiry is not to be held on a man of the Army Reserve unless he was subject to military law, as described in Section 176(5) of the Army Act, at the time of the commission of his offence.

Can. 564.

337. When a soldier, whether on or off duty, is maimed, mutilated, or otherwise injured (except by wounds received in action), a report will be forwarded by the medical officer in charge of the case to the man's C.O. as soon as possible after the man's admission to hospital.

Court of Inquiry to investigate causes of injuries. Can. 565.

(i.) When a soldier is injured in any way when on duty, by or through the fault of a civilian or civilians, and receives compensation from such civilian or civilians, in lieu of any future claim, the fact should be recorded in the proceedings of the court of inquiry (if held).

(ii.) If the medical officer certifies that the injury is of a trivial character, unlikely to cause permanent ill effects, no court of inquiry need be held, unless considered necessary under sub-paras. (b), (c), and (d). The report of the medical officer in charge of the case will then be attached to the soldier's medical history sheet (M.F.—B. 313), on which it should be recorded whether the man was on duty and whether to blame.

(iii.) In the following cases a court of inquiry will be assembled to investigate the circumstances:—

(a) If the injury is fatal (unless an inquest is held) or certified by the medical officer to be of a serious nature.

(b) If, in the opinion of the C.O., doubt exists as to the cause of the injury.

(c) If, in the opinion of the C.O., it is doubtful whether the soldier was on or off duty at the time he received the injury.

(d) In cases where for any reason it is desirable thoroughly to investigate the causes of injury.

(iv.) When so evidence as to the circumstances attending the injury, beyond that of the injured man, is forthcoming, it should be so stated in the proceedings. The court will not give any opinion, but the soldier's C.O. will record his opinion on the evidence, stating whether the man was on duty and whether to blame. The proceedings will then be sent to the D.O.C. for confirmation, and the latter will state on the proceedings whether or not he has remitted the hospital stoppages (see Allowance Regulations). In the Permanent Force a record will be made on M.F.—B. 313, by the C.O., that a court of inquiry has been held, and also as to whether the man was on duty and whether or not to blame. This document will then be passed to the medical officer, who will record his opinion as to the effect of the injury on the man's

service. Finally, the proceedings will be attached to the man's original attestation.

Injuries, &c., at annual training.
Can. 568.
638. The nature and cause of illness or injuries which occur to officers, non-commissioned officers, men or horses of the Active Militia, while on duty during the period of annual training, are to be fully investigated at the time by a court of inquiry or a board of officers, in accordance with the Pay and Allowance Regulations.

Court of inquiry on prisoners of war.
Can. 567.
639. Whenever officers or soldiers are taken prisoners by an enemy, a court of inquiry, under Rule of Procedure 124, will be assembled under local arrangements to inquire into the conduct of the senior officer or soldier of the party, and, if the G.O.C. considers it desirable, into the conduct of any other officers or soldiers of the party.

The court of inquiry will be held as soon as possible after the return of the prisoner.

When in consequence of the evidence adduced before a court of inquiry an opinion adverse to the character or military reputation of any officer or soldier is formed by the officer who determines the case so inquired into, the adverse opinion shall be communicated to the officer or soldier against whom it has been given.

The proceedings will be forwarded to Militia Headquarters.

Officers' Meetings, Committees, &c.

Officers' meetings.
Can. 568.
640. Meetings of officers may be called only by Commanding Officers who are held responsible that they shall be for a proper purpose.

Annual meeting, city and rural corps.
Can. 568A.
641. For the consideration of general regimental business, for the election of a regimental committee, and for the election of a band committee (if the corps has a band), the Officer Commanding each City and Rural Corps will annually call a meeting of all his officers. Such meeting, of which fourteen days' notice will be given by the C.O., will take place in January, February, or March, or during annual training in camp, whichever time may be most convenient.

Composition of Committees.
642. Each committee will be composed of three officers, who will hold office for the ensuing year, or until successors are appointed.

If a member of either committee resigns or becomes inefficient, the Commanding Officer will appoint a successor. Each committee will appoint one of its members to be president and another to be secretary-treasurer. The Commanding Officer will be ex-officio a member of both committees.

Statements to be submitted.
Can. 569.
642. Each committee is to submit to the annual meeting of officers the following statements in detail:—

(a) Of all moneys received and expended during the past year or since the last annual report.

(b) The cash balance supported by the bank pass-book.

(c) Of all liabilities of all kinds for which the corps may be made responsible.

A certified copy of these statements, and the proceedings of the annual meeting, are to be forwarded by the Commanding Officer within one month after the annual meeting to the D.O.C.

Responsibility of treasurer.
Can. 570.
643. The secretary-treasurer of each committee will be responsible to the president for all moneys, and will keep books

of account showing receipts and expenditures with vouchers. These books and vouchers are to be laid before the officers at their annual meeting and at such other times as the Commanding Officer may direct. All propositions for expenditure which form a charge upon the officers of the corps must be submitted and approved of at a meeting of officers.

644. When the government grant to the band (see Pay and Band Allowance Regulations) is authorized to be paid, the president of the band committee will receive the same and expend it with the joint advice of the other members of the committee.

645. No remuneration will be given in respect of service as a member of a regimental or band committee.

Committees not to be paid.
Can. 572.

General Instructions.

646. Committees and boards differ only from courts of inquiry in so far that the objects for which they are assembled should not involve any point of discipline. They will follow, as far as may be convenient, the rules for courts of inquiry, but are in no way bound by them.

Committees and boards.
Can. 573.

647. A medical board is composed entirely of medical officers convened to give a technical medical opinion upon any matter referred to it.

Medical board.
Can. 574.

648. All proceedings of courts of inquiry, committees, and boards for which special forms are not provided, are to be written on M.F.—B. 303. The president and all the members will sign the proceedings.

Forms of proceedings.
Can. 575.

649. The hour for the assembly of boards or courts of inquiry in hospital will be arranged between O.C. units and the medical officer in charge.

Boards and courts held in hospitals.
Can. 576.

650.

651.

652.

SECTION IX.—TRAINING AND EDUCATION.

1.—MILITARY TRAINING.

Permanent Force.

General Instructions.

Training manuals. Imp. 681. Can. 577. 653. Information regarding the annual course and general instructions as to training will be found in the training manuals of each arm.

Proficiency pay. Imp. 682. Can. 583. 654. The conditions of eligibility for proficiency pay, artillery pay, engineer pay and corps pay are laid down in Pay and Allowance Regulations.

Attachment to regular forces. Imp. 758. 655. An officer or N.C.O. may, with the approval of the Army Council, be permitted to be attached for training to a British regular unit. Application will be submitted through the usual channel to Militia Headquarters.

Attachment, Special Reserve of Officers. H.Q. 8582-8-1. 656. An officer belonging to the Supplementary List of Special Reserve of Officers, who is temporarily resident in Canada may be attached for his annual training to a unit (of his own branch of the service) of the Permanent Force, provided no expense to the Canadian Government is thereby incurred.

Recruits.

Medical inspections. Imp. 689. Can. 585. 657. The A.D.M.S. will frequently inspect or cause to be inspected the recruits of all corps stationed in the command. He will satisfy himself that special care is bestowed upon the health of the recruits under training, and that the gymnastic courses are carried out without the men being subjected to undue physical strain.

Medical surveillance. Imp. 690. Can. 586. All boys will, on enlistment, undergo a course of physical training of two attendances per week, under qualified instructors, until attaining the age of 18 years.

658. During the course of physical training, recruits will be under the surveillance of the officer in medical charge of the troops and will be specially paraded before him at his inspections. He will bring to notice any backward recruits for whom a repetition of any portion of the recruit's course appears necessary, or who, at the termination of the course, are likely to profit by further recruit's training.

Defence Electric Light Training.

Electric light training. Can. 609. 659. At stations where electric lights form part of the authorized scheme of defence, there will be weekly practices in electric light manipulation.

The training of men in working these lights will be carried on continuously until a high standard of efficiency has been acquired. A training of six days' manning will take place annually, and, in addition, three separate all night mannings of all lights will, if possible, be carried out.

A return will be kept showing the dates on which defence electric light practice has been carried out at each emplacement, and the duration of each practice.

660. A general report accompanied by copies of the return Reports of practices for the year will be furnished on the 1st of January, giving a short general narrative of the whole of the operations and information under the following heads:—

(i.) A statement of officers, N.C.Os. and men available for manning electric light defences on mobilization, showing the unit to which they belong.

(ii.) The general arrangement and distribution of the personnel when engaged in defence practice.

(iii.) A list of casualties and causes thereof.

(iv.) A report on any special operations carried out.

The report will be forwarded to Militia Headquarters with any remarks by the D.O.C. who will specially record his personal opinion as to whether or not the electric light defence is in a satisfactory condition and fully efficient.

Any remarks or reports which it is considered necessary to make on stores, experimental work, or buildings, will be forwarded separately.

661. A diary will be kept at the station, regularly filled in and in readiness for inspection at any time, recording the number of men employed daily, and stating in full detail the work on which they are engaged. Can. 611.

Gymnastic Training.

662. There should be at least one N.C.O. in each squadron of cavalry, battery or company of artillery and company of infantry qualified and available to act as assistant instructor; but, when more than three companies of the same unit are at the same station, a total of three N.C.Os. need not be exceeded. Facilities must be given for all N.C.Os. under the rank of Colonel-Sergeant in possession of gymnastic certificates to maintain their efficiency as instructors and in the performance of the exercises. Soldiers. Imp. 696. Can. 587.

663. The senior instructor at each gymnasium will be responsible for its condition and for the apparatus and stores. Care of gymnasia. Imp. 700.

Machine Guns.

664. Instructions regarding the composition and training of machine gun sections will be found in the Musketry Regulations and in the training manual of the arm concerned. Machine guns. Imp. 703. Can. 589.

Musketry.

665. Instructions regarding musketry training are contained in the Musketry Regulations. Special instructions regarding the courses to be fired will be issued from time to time. Musketry. Imp. 704. Can. 589.

Range-Finding.

666. Instructions regarding training in range-taking will be found in the handbooks of range-finding equipments, in Garrison Artillery Training, Vols. I. and II., and in Musketry Regulations, Part I. Range-finding. Imp. 705. Can. 597.

Scouting.

667. Instructions for the training of cavalry and infantry scouts, the number to be maintained and the award of badges, are contained in Cavalry Training and Infantry Training.

Signalling.

668. In each of the undermentioned units the following proportion of officers and non-commissioned officers will be required to qualify at a school for signalling, and to be appointed as instructors and assistant instructors:—

Signalling instructors, in addition to regimental duty, will be required to assist in signalling training and inspection duty of the Active Militia generally.

Royal Canadian Dragoons.

1 Officer per regiment.

1 Non-Commissioned Officer per squadron.
Lord Strathcona's Horse (R.C.).

1 Officer per regiment.

1 Non-Commissioned Officer per squadron.
Royal Canadian Horse Artillery.

1 Officer per brigade.

1 Non-Commissioned Officer per battery.
Royal Canadian Garrison Artillery.

1 Officer per station.

1 Non-Commissioned Officer per company.
Royal Canadian Engineers.

1 Non-Commissioned Officer per field company.
Royal Canadian Regiment.

6 Officers per regiment.

1 Non-Commissioned Officer per station.

669. Commanding Officers of the corps indicated are responsible that the following numbers of signallers are maintained and trained in the use of the flag, heliograph, lamp, buzzer and disc.

Arm of the Service	Number per squadron, battery, company &c		
	Officers	N.C.O.'s.	Men
Royal Canadian Dragoons.....	1	4
Lord Strathcona's Horse (R.C.).....	1	4
Royal Canadian Horse Artillery.....	1 (a)	1	4
Royal Canadian Garrison Artly. (d).....	1 (b)	1	4
Royal Canadian Engineers.....	1	4
Royal Canadian Regiment.....	1 (c)	1	4

(a) One officer in each brigade.

(b) One officer per station.

(c) One officer per battalion.

(d) All telephonists will be also instructed in signalling.

670.

Sketching and Reconnaissance.

671. Instructions for training officers and N.C.Os. in field sketching, reconnaissance, &c., will be found in the Manual of Map Reading and Field Sketching, and the training manuals of the various arms.

Swimming.

672. Swimming will be taught at all stations where facilities exist. During the proper season bathing parades will be formed, at the discretion of the C.O., for the purpose of instruction. The skilled swimmers in each company, &c., will be ascertained and so distributed that there may be a sufficient number in each squad to teach the rest.

673. A copy of the "Instructions for the recovery of the apparently drowned," printed by the Royal Canadian Humane Association, will be posted up at the several bathing places, as well as in every hospital and barrack. Small piquets of expert swimmers will be told off daily during the bathing season to attend the bathing places to prevent accidents.

Swordsmanship.

674. Instructions regarding the training in swordsmanship will be found in Cavalry Training.

2.—EDUCATIONAL ESTABLISHMENTS.

The Royal Military College.

675. For information regarding the Royal Military College and admission thereto, reference should be made to the "Regulations for the Royal Military College," published separately.

The Staff College, England.

676. The Staff College at Camberley, England, is maintained for the purpose of affording selected officers instruction in the higher branches of the art of war and in staff duties. An officer who has graduated will have the letters p.s.c. recorded after his name in the Militia List, and be eligible for staff employment.

677. The Staff College Regulations which contain particulars as to the entrance examination and course of study at the college, &c., can be obtained on application to Militia Headquarters.

Admission.
Imp. 720.
(an. 692).

678. The college is open to officers of all arms, including a limited number of selected officers of the Permanent Staff and Permanent Force of Canada. The course lasts for two years.

Date of
examination.
Imp. 722.
An. 698.

679. The examination for admission in January each year will commence on the last Tuesday in the preceding June.

Certificates
and qual-
ifications.
Imp. 723.
An. 694.

680. The following certificates (A.F.C. 2112) will be required in regard to an officer before he is permitted to attend the examination. They will be forwarded through the usual channel so as to reach Militia Headquarters, satisfactorily completed, between 1st January and 28th February.

Certificate A.

- (i.) That his age will not exceed 35 years at the date fixed for examination.
- (ii.) That he will have a service of not less than 5 years previous to examination, exclusive of any leave of absence other than the usual leave annually granted to officers or the leave on first appointment.

Certificate B.

That he is a good horseman.

Certificate C.

From a medical board, to the effect that he is in good health and physically fit for the active duties of the staff; that his eyesight is within the standard laid down for candidates for commissions, and that his hearing is good.

Certificate D.

From his C.O.:-

- (i.) That, if not already a captain, he is qualified for promotion to that rank.
- (ii.) That he is in every respect a thoroughly intelligent and good regimental officer.
- (iii.) That he is an officer whom he (the C.O.) would select as an adjutant, or to serve on his own staff.

Certificate E.

Satisfactory reports given confidentially and independently by the C.O. and the next two senior officers of his unit, one of whom, in the case of the R.C.A., must be the major in command of the candidate's battery or company.

In the case of an officer serving away from his unit, one certificate E should be furnished by the candidate's immediate C.O., who will obtain a separate certificate E from each of the two senior officers under whom the candidate last served, who are personally acquainted with him.

The reporting officers will record their opinion as to the candidate's suitability or otherwise for admission to the Staff College. Their answers should be based on the headings given below, all the points noted being reported on, as well as other characteristics or qualifications which they consider the candidate possesses, or is wanting in, which make his selection for the Staff College Course desirable or otherwise.

The mere fact that an officer wishes to compete for the Staff College is not, of itself, a justification for a recommendation that he should be permitted to do so. No officer should be recommended as a candidate unless he is considered to possess the characteristics required in a staff officer.

- (i.) Whether his conduct is marked by steadiness and prudence, and he is temperate in his habits.
- (ii.) Whether he is active and energetic, and has force of character.
- (iii.) Whether he displays zeal, activity, intelligence and discretion in the performance of his duties and takes an interest in his profession.
- (iv.) Whether his disposition and temper are such as to enable him to perform his duties with tact and discrimination, and in a manner calculated to ensure cheerful obedience of orders conveyed by him.
- (v.) Whether he has any other characteristics which render him suitable or otherwise.

Certificate F.

From a District Officer Commanding that he has personally made himself thoroughly acquainted with the professional qualifications and character of the officer; and that he considers him in all respects fit for employment on the staff. If the District Officer Commanding has not sufficient knowledge of the officer, or is in any way doubtful of his suitability as a staff officer, both in the field and in an office, he will attach him to his staff for such time as he may consider necessary to enable him to form an opinion, choosing some occasion when the attachment will be a real test of the officer's capacity and qualifications in both respects.

In the case of an officer serving in an appointment or command where it is impossible to observe his work in the field, arrangements should be made for his attachment to the staff of a District Officer Commanding at some place where the spirit of these regulations can be carried out. Except as a special case, with regard to which reference must be made to Militia Headquarters, this certificate will not be accepted if it was signed more than a year before the date of the officer's first application to attend the entrance examination.

Note.

In the case of an officer serving away from his regiment, Certificate E should be furnished by a senior officer of his corps, in addition to the copies of this certificate furnished by officers under whom he is serving at the time.

681. An officer who furnishes certificate D, E, or F must bear in mind the extreme importance of them. He is not to content himself with merely answering the questions asked in them, but should endeavour to report fully and clearly on the candidate's suitability in all respects for the responsible duties.

Responsibility
in furnishing
certificates.
Imp. 724.
An. 695.

of the staff. Both his strong and weak points should be described. In selecting an officer for nomination to the Staff College these certificates are carefully considered and they carry great weight. If an officer, while at the Staff College, proves himself clearly unfitted for staff employment, this fact will be noted as showing a want of judgment and capacity in the officers who recommend him.

Application
by candidate.
Imp. 725.
Can. 694.

682. A candidate is himself responsible that the above certificates are obtained in time, and should give ample notice through his C.O. of his wish to compete at an examination. He should usually give this notice before the beginning of the training season preceding the date on which his application is to be submitted to Militia Headquarters, in order that he may make sure of the District Officer Commanding being in a position to furnish Certificate F when the candidate's application reaches him in due course.

Second
examination.
Imp. 727.
Can. 696.

683. A candidate whose certificates have been accepted will not be required to furnish Certificates B and F again, should he apply to enter for a subsequent examination. The District Officer Commanding, however, in forwarding such subsequent application, should make any remarks which he may consider useful to higher authority.

Examination
papers.
Imp. 729.
Can. 697.

684. The printed questions for the entrance examination will be sent from the War Office. The examination must be conducted with strictness and in accordance with the programme and detailed instructions issued.

Names
published
in orders.
Imp. 780.

685. The names of successful candidates at the entrance examination and of those authorized to attend the college will be published in Militia Orders in the order of seniority of their regiments.

The Ordnance College—England.

Object.
Imp. 787.

686. The principal objects of the Ordnance College are to give technical instructions to officers, N.C.Os. and men and to train artificers. Details as to the courses will be found in the Ordnance College Regulations.

Ordnance
course.
Imp. 788.
Can. 689.

687. The Ordnance Course is open to a limited number of selected officers of the Permanent Force. Application from an officer to attend will be made through his C.O. Applications will be received at Militia Headquarters between the 1st March and 30th April.

The Course at the College will last one year, commencing about 1st January, and will consist of instruction in gunnery, matériel, store accounting, machinery, chemistry, electricity, heat, and optics.

Entrance
examination.
Imp. 788.
Can. 689.

688. Selected candidates will be required to pass a qualifying examination in elementary algebra, trigonometry, and elementary mechanics. This examination which is held on the first Tuesday in August, will be superintended by boards consisting, if possible, of three field officers: in no case should the president be below that rank.

The printed questions will be sent from the War Office. The examination must be conducted with strictness, and in accordance with the programme and detailed instructions issued.

689. To enable an officer to compete for the Ordnance Course, Qualifications the following certificates (A.F.C. 2113) must be forwarded with the application:—

Imp. 740.
Can. 689.
813-1-15.

Certificate A.

From the candidate's C.O.—

- (i.) That the candidate's age will not exceed 35 years at the date fixed for the examination.
- (ii.) That, if not already a captain, he is qualified for promotion to that rank.
- (iii.) That he is an officer whom he (the C.O.) would select to serve on his own staff.
- (iv.) That he will, at the date of the examination, have not less than five years' commissioned service, exclusive of leave other than the usual leave granted annually and leave on first appointment.
- (v.) That he is in every respect a thoroughly intelligent and good regimental officer and of good business habits.

Certificate E.

From a medical board to the effect that he is in good health and physically fit for the active duties of the staff; that his eyesight is within the standard laid down for candidates for commissions, and that his hearing is good.

The board will record the degree of acuteness of the candidate's vision in the following manner:—

Right eye—V=reads.

Left eye—V=reads.

Certificate C.

Satisfactory reports under the following headings given confidentially and independently by the C.O. and the two next senior officers of his unit, one of whom, in the case of the R.C.A. must be the Major in command of the candidate's battery or company:—

- (i.) Whether his conduct is marked by steadiness, and prudence, and whether he is temperate in his habits.
- (ii.) Whether he is active and energetic, and has force of character.
- (iii.) Whether he displays zeal, activity, intelligence, and discretion in the performance of his duties, and takes an interest in his profession.
- (iv.) Whether his disposition and temper are such as to enable him to perform his duties with tact and discrimination and in a manner calculated to ensure cheerful obedience of orders conveyed by him.
- (v.) Whether he has any other characteristic which specially qualifies him.

In the case of an officer serving away from his own unit, Certificate C should be furnished by a senior officer of that unit, in addition to the copies of this certificate furnished by the officers under whom he is serving at the time.

690. On the completion of six months with the Ordnance Course a certain number of officers may be selected to join the advanced class for twelve months instead of completing the remaining six months of the Ordnance Course. They will commence their studies in the following September.

691. An officer who has passed the advanced class at the Ordnance College will have the letters p.a.c. recorded after his

Distinction in
Militia List.
Imp. 743.

Other courses. Imp. 744. name in the Militia List. An officer who has passed the ordnance course only will have the letter "o" placed against his name.

692. The nature, duration, and date of formation of other courses at the Ordnance College, which are open to the Permanent Force, will be published annually in Militia Orders.

3. SCHOOLS AND COURSES OF INSTRUCTION.

General Instructions.

Dates of courses. Imp. 745. 693. Particulars regarding courses and dates on which they will be formed will be published in a list of courses issued annually with Militia Orders.

Channel of application. Can. 617. 694. Recommendations for officers or men to attend courses of instruction should be forwarded through the usual channel so as to reach the Officer Commanding the District to which the candidate belongs at least fourteen days before the commencement of the course.

301-8-21. Provided that special authority is not required from Militia Headquarters, and subject to the approval of the District Officer Commanding concerned, the latter will forward applications (except in the case of provisional schools) direct to the Officer Commanding the school concerned, who will state in reply whether or not the candidate can be accommodated and will give any necessary information as to the time he should report, etc.

Can. 618. 695. An application for an officer or man to attend, at the expense of the public, any school other than the one nearest to his station will be referred to Militia Headquarters.

Private soldiers attending schools. Can. 626. H.Q. 318-9-4. 696. Commanding officers may recommend private soldiers to attend permanent or provisional schools of instruction with a view to qualifying for Non-commissioned rank.

While undergoing instruction such men may be given the acting rank of corporal.

Applications for courses. Can. 617 & 628. 697. Except in the case of provisional schools applications on behalf of N.C.O.s, or men of the Active Militia, will be made on Militia Form B. 302, duly completed and signed by the company commander. Applications should state the particulars of any previous courses taken by the applicant.

Selecting of candidates. Can. 621. 698. Commanding officers should exercise care and judgment in the selection of N.C.O.s and men of the Active Militia to attend schools of instruction.

Candidates must:-

- (i.) Be able to read, and to write a fairly good hand.
- (ii.) Possess aptitude for imparting instruction to others.
- (iii.) Have attended the last annual training of the Corps except in the case of trumpeters and buglers, (and in special cases when the O.C. will give his reasons).
- (iv.) Be provided with proper uniform.

Can. 626. School of Military Engineering. H.Q. 245-7-2. 699. Before being allowed to attend the School of Military Engineering, a non-commissioned officer of the Active Militia must possess the following qualifications, in addition to those laid down in para. 698:-

- (a) He must be able to write freely from dictation in a clear and legible hand, must be quick and accurate in arithmetical computation, and have sound knowledge of vulgar and decimal fractions and of the rule of proportion.

(b) He must be proficient in Infantry Training, 1914, Part II., and Section 1 and 2 of Part III.

(c) He must be below the rank of Corporal and must have attended at least two annual trainings with an Engineer Unit.

The Officer Commanding the Unit, when forwarding the application, will certify that the N.C.O. is qualified as above.

A test examination in (a) and (b) will be held at the commencement of the Course and N.C.O.s found below the above standard will be required to withdraw.

700. Every N.C.O. or man of the Active Militia proceeding to join a school must obtain a medical officer's certificate (on M.F.B.-362) as to the required physical standard, state of health and fitness for service. The examination by the medical officer must be made within ten days before joining the school.

701. In the case of a soldier of the Permanent Force, his Medical History Sheet and Company, &c., Conduct Sheet will be sent to the officer to whom the application was addressed.

702. At the beginning of each course, or portion of a course, whether held at a School of Instruction or elsewhere a nominal roll of all ranks reporting for the course will be forwarded as follows:-

- (a) In the case of a course held at a School of Instruction, by the Officer Commanding the School.
- (b) In the case of a provisional school, by the officer commanding the school.
- (c) In the case of any authorized course not included under preceding paras. (a) and (b), by the officer conducting the course.

This list will be made out in duplicate on Militia Form B. 232 and will include the names of all who have reported at the school since the date of the last return. One copy will be sent to the District Officer Commanding and one copy direct to Militia Headquarters without covering letter.

A list of those candidates who have been authorized to attend but who have failed to report will be forwarded on Militia Form B. 232 to the District Officer Commanding in whose command the candidate's unit is stationed.

703. Officers commanding all Schools of Instruction will forward to District Headquarters immediately on the completion of each week's work, a weekly diary showing the nature of the instruction given to the various classes undergoing instruction. Each class or course will be dealt with separately.

704. An officer of the Permanent Force or Active Militia may, with the approval of the Army Council, be permitted to attend a course at a School of Instruction in England, provided that he is qualified for the course and that the Minister considers it desirable that he should attend.

No expense to British Army Funds is to be incurred and officers of the Active Militia will draw no pay or allowances of any kind.

Applications will be forwarded through the usual channel to Militia Headquarters.

N.C.O.'s. 705. A non-commissioned officer of the Permanent Force
Imp. 753. may be permitted to attend a School of Instruction in England under the conditions laid down for officers of the Permanent Force in the preceding paragraph.

Permanent Schools of Instruction.

Object. 706. Permanent Schools of Instruction are maintained in
Can. 612— connection with units of the Permanent Force for the purpose
14. of giving courses of instruction to officers, N.C. officers and buglers of the Active Militia (see para. 696).

Numbers to 707. The number that may be permitted to attend any
attend. course will be governed by the barrack accommodation available, the number of instructors, and the grant of money available.
Can. 616.

Regular 708. The duration and dates of the regular qualifying
qualifying courses vary for the different arms and will be published in
courses. Militia Orders as provided for in para. 693.

Special 709. Special qualifying courses may be arranged on any
qualifying convenient dates by officers commanding permanent schools.
courses. These special courses will not be held for periods of less than fourteen days or for more than six weeks.

Examination 710. At the termination of each qualifying course examina-
for certifi- tions will be held for the grant of the certificates of qualifi-
cates. cation referred to in para. 841.
Can. 680.

Permanent 711. Certificates may be granted to N.C.Os. of the Permanent
Force. Force who may be permitted, under regimental arrangements, to attend the qualifying courses with N.C.Os. of the Active Militia; such certificates, however, will not be regarded as qualification for rank in a Permanent Force unit.
D.M.T.

Provisional Schools of Instruction.

When 712. Provisional schools, for the conduct of special qualify-
authorized. ing courses for officers, non-commissioned officers and men of
Can. 628A. the Active Militia, may be authorized in convenient localities where permanent schools are not maintained under the following conditions.

Applications. 713. Applications for authority for provisional schools are to be forwarded through District Headquarters so as to reach Militia Headquarters at least one month before the date set for the opening of the school.

Applications will contain the following information:—

- Place, date of opening and duration of School.
- Names of Officer and N.C.O. instructors to conduct the school.
- Names of officers and number of N.C.Os. who desire to attend, with the units to which they belong.
- The days of the week on which it is intended to hold classes and proposed hours of attendance.
- Reasons why a provisional school should be authorized.

Who may 714. The following may be permitted to attend provisional
attend. schools:—
M.O. 270—
1912.

- Lieutenants not qualified for their rank.
- Qualified Captains and Lieutenants for promotion to next higher rank.

(c) Non-commissioned officers and men not qualified for the rank of sergeant.

715. An officer (C.A.S.C. and C.A.M.C. excepted) will not be permitted to qualify for the rank of field officer at a provisional school, unless he has attended a qualifying course at a permanent school at some time during his service. Artillery officers will not be permitted to qualify at a provisional school, except in Western Canada, and then only provided that they carry out gun practice satisfactorily at a practice camp.
Certain officers may not qualify.
H.Q. 754—108.

716. The examinations for certificates of qualification, to be held at the termination of provisional schools will be the same as those held at permanent schools. Any written examinations shall be set and examined by an officer commanding a permanent school.
Conduct of examinations.
H.Q. 754—1—6.

717. Unless an officer (except C.A.S.C. and C.A.M.C.) at a provisional school can be tested in the command of a unit on parade, in accordance with para. 855, he will be given a certificate of partial qualification on passing the examination held at the school, and will receive the full qualification certificate only after being tested practically at an annual camp.
Practical examination (officers).
H.Q. 754—1—6.

718. A non-commissioned officer attending an artillery provisional school will not be entitled to a qualification certificate until he has shown himself at the next annual training camp to be fit for field work.
Artillery N.C.Os.
H.Q. 754—1—6.

Army Medical Schools and Courses.

719. Permanent Schools of Instruction, as follows, are maintained for the purpose of providing instruction for personnel of the Army Medical Corps and regimental medical services:—

- Central Army Medical School.
- District Army Medical Schools.

720. (i). The command and administration of the Central Army Medical School are vested in the Director-General of Medical Services.
Command and administration.

(ii). The command and administration of District Army Medical Schools are vested in the Assistant Director of Medical Services of the District concerned.

(iii). Commanding officers of schools will be responsible for the arrangements of all details of an administrative nature and for the instruction given at all courses in accordance with the syllabuses laid down in Appendix VI.

721. (i). Applications for courses of instruction at District Army Medical Schools are to be forwarded through the usual channels and dealt with by the officer commanding the District.
Applications for courses.

(ii). Applications for a course of instruction at the Central Army Medical School, or for a course in Field Sanitation, will be forwarded through the usual channel to Militia Headquarters for approval.

722. Particulars regarding courses of instruction and dates on which they will be held will be published in Militia Orders as provided for in para. 693. For syllabus of subjects and qualifications required see Appendix VI.
Information regarding courses.

723. The instructional personnel for provisional schools, as provided under para. 712, will be detailed from the Army Medical School of the District concerned.
Instructors for provisional schools.

Courses in Field Sanitation.	724. In addition to the above courses, a course in Field Sanitation will be held at Petawawa, under the direction of the Central Army Medical School, during the training season.
Qualification of N.C.O.s.	725. Non-commissioned officers may qualify for the rank of sergeant by attending a course of instruction and passing the prescribed examination at:— (a) The Army Medical School of their District, or (b) At a provisional school authorized at some convenient centre in their District.
Qualification of officers.	726. Provisionally appointed lieutenants, Army Medical Corps, may qualify for their rank and for promotion to the rank of Captain by attending a course of instruction and passing the required examination at:— (a) The Army Medical School of their District, or (b) At a provisional school authorized at some convenient centre in their District, or (c) At a provisional school held during the annual training camp.
Captains and Majors.	727. Captains and Majors of the Army Medical Corps and Regimental Medical Service wishing to receive instruction in the subjects laid down for examination for promotion to the ranks of Major and Lieutenant-Colonel may attend courses of instruction in these subjects at:— (a) The Army Medical School of their District, or (b) At a provisional school authorized to be held at some convenient centre in their District.
	728. Senior officers holding administrative appointments and requiring instruction in the duties of the Medical Staff in peace and war may attend courses of instruction in these duties at the Central Army Medical School.
	729. Officers of the Army Medical Corps holding appointments as Sanitary Officers, or who are recommended for such appointments may attend courses in practical hygiene at the Central Army Medical School, and in Field Sanitation during the summer training season at Petawawa.

School of Musketry.

Qualifications for attendance.	730. Courses at the Canadian School of Musketry will be organized from time to time at convenient places and dates, particulars of which will appear in Militia Orders. Those eligible to attend are:— Officers (other than provisional lieutenants), school teachers qualified as cadet instructors, non-commissioned officers of the Officers' Training Corps, who are in possession of Certificate "A", warrant officers and non-commissioned officers not under the rank of sergeant.
Selection of candidates.	731. In selecting candidates for these courses, Officers Commanding Districts will be careful to recommend only those who have sufficient education to profit by the instruction and are likely to become efficient instructors. In considering applications of school teachers for admission to these courses, preference will be given to those engaged in educational institutions having organized Cadet Corps.
Candidates to possess previous knowledge.	732. Officers and Non-commissioned officers of the Permanent Force, desirous to attend this school, must possess a compe-

	tent knowledge of the official instructions for aiming, firing, and care of arms (see Musketry Regulations, Part I.) and must have been classified not lower than second-class shots when last exercised.	
	733. Except in special cases, no person is allowed to take a second course at the public expense. An officer promoted from the ranks, who previously served as a N.C.O., must except when such qualification was obtained whilst serving in the Officers' Training Corps, attend a subsequent course and qualify as an officer.	Re-attendance.
	734. Applications to attend will be made through the usual channel and forwarded by D.O's.C., with their recommendations, to the Commandant, Canadian School of Musketry, Ottawa.	Channel of application.
	735. The duration of courses will be:— Regular Courses—Permanent Force, Active Militia, Canadian Officers' Training Corps, and Cadet Instructors, 6 weeks. Special Courses—Active Militia, Canadian Officers' Training Corps, and Cadet Instructors, 21 working days.	Duration of courses. Can. 615.
	736. Canadian School of Musketry certificates will be granted to successful candidates attending the regular courses, and musketry certificates will be awarded to successful candidates attending the special courses. Either of the above-mentioned certificates will qualify the holder for appointment as Regimental Musketry Instructor. (Para. 136 (ii).)	Certificates.
	737. Officers of the Cavalry or Infantry of the Permanent Force will qualify at the Canadian School of Musketry as soon as possible after they have completed three years' service. A Commanding Officer will state in the annual confidential report on any officer, who has attained Captain's rank and who has not so qualified, the date on which he proposes to send him to undergo a course.	Officers to qualify.
	738. In the selection of officers for qualifying courses, preference will be given to the seniors. Officers of the Permanent Force will not as a rule be permitted to attend a course until they have completed two years' service. This service qualification will not apply to officers of the Royal Canadian Engineers or to those selected for the appointment of adjutant or to command machine gun sections.	Senior officers to be selected.
	739. Information regarding the different courses as regards syllabus, text books, accommodation, &c., will be furnished on application addressed to:— "The Commandant, Canadian School of Musketry, Ottawa." 739A. The Canadian School of Musketry will be administered from Militia Headquarters, and the Commandant will communicate direct with the Secretary, Militia Council.	Information regarding courses.
	School of Signalling. 740. Classes for the Permanent Force and Active Militia will be held as required, the dates and duration of which will be published in Militia Orders.	G.O. 190—12. 42-2-128.
	741. Officers of the Active Militia will not be permitted to attend the School of Signalling unless qualified for substantive rank in the branch of the service to which they belong.	Officers to be qualified.

Applications and qualifications. Imp. 815.

742. Applications will be sent to the Commandant, Canadian School of Signalling, Militia Headquarters, with a medical certificate showing that the work is not likely to affect the eyesight of the candidate prejudicially, and a certificate from the C.O. showing that the candidate can read a "paragraph" message of not less than 200 letters sent on the small flag and lamp at the rate of six words a minute, buzzer at the rate of eight words a minute and disc at the rate of four words a minute; and, with an accuracy of 90% in each test. The paragraph is to be composed of groups of letters which do not read sense.

Certificates for N.C.O.'s of the Permanent Force will also state that they show natural aptitude for imparting instruction, and that they have been instructed in map reading up to the standard laid down in Infantry Training.

On joining the school candidates will be tested and those who fail to reach the standard will rejoin their units.

Candidates should be intelligent, quick of apprehension, have good eyesight and hearing, have no impediment in their speech, be able to write well and spell correctly, and have self-reliance when placed in isolated and responsible situations.

All ranks are required to be able to ride a bicycle.

743. An officer promoted from the ranks who previously qualified as a N.C.O. must attend an officer's course in order to obtain an officer's certificate.

A signalling certificate obtained as an officer in the Active Militia will hold good for the Permanent Force.

744. An officer or N.C.O. who, having completed a course, has failed to obtain a certificate, will not be allowed to attend another course except under special circumstances.

745. In selecting an officer for a signalling appointment, preference will be given to one who is in possession of a "special" certificate of signalling. (For further instructions, see Training Manual Signalling.)

Artificers' Courses.

Artificers' course. Can. 664. 970-1-2. 813-14. —4.

746. Under arrangements to be made between the Officer Administering, Canadian Ordnance Corps, and the officer commanding a unit, courses of instruction will be conducted at the Ordnance Depot, Halifax, to qualify N.C.O.'s and men of the Permanent Force for appointment as blacksmiths, carpenters, carriage-smiths, fitters, harness-makers, painters, saddlers, tinsmiths or wheelers.

Syllabus. Imp. 744. Can. 664.

747. The syllabuses to be followed will be those laid down in the Ordnance College Regulations for the various Artificers' Courses and the standard of qualification will be the same as prescribed in those regulations, as far as applicable.

The duration of the course depends on the ability and previous training of the man.

Qualifications required. Imp. 744. Can. 664.

748. A Non-commissioned officer or man recommended must be of good character, have at least one year's service, and should have worked at his trade before he enlisted.

Test. A candidate will be tested before recommendation. The test for a smith, fitter or wheelers is shown in Appendix XX, K.R. (Imp.) 1912.

The test job must be done entirely by the candidate himself, and a certificate to this effect, showing the time taken and signed by an officer, must accompany the application.

Instructions for the disposal of the test job will be given by the Officer Administering, Canadian Ordnance Corps.

749. While attending the course a N.C.O. or man will be attached (at Halifax) to that branch of the service to which he belongs.

Artillery Staff Course.

750. The following may be authorized to take the Artillery Staff Course, which is of 10 months' duration for officers and 7 months for N.C.O.'s.

Qualifications for attendance. H.Q. 8378. —14—1. Can. 615.

- Officers of the Royal Canadian Artillery not above the rank of Captain.
- Officers of the Canadian Artillery not above the rank of Captain who are in possession of a certificate of qualification from a Royal School of Artillery.
- Other officers of the Active Militia who are applicants for commissions in the Royal Canadian Artillery, and who are in possession of a certificate of qualification from a Royal School of Artillery.
- N.C.O.'s of the Royal Canadian Artillery with the following qualifications:—
 - At least three years' service.
 - Ability to express themselves clearly, both verbally and in writing.
 - Very good character and recommended for promotion.
 - Good powers of vision, good hearing and medically fit for hard work (to be certified by a medical officer).
 - Proficiency in drill, good knowledge of equipment and ammunition.

751. Before being allowed to join the course, officers of the Active Militia will be required to pass a qualifying examination under the following syllabus:—

Arithmetic.
Algebra (up to, but not including quadratic equations).
Trigonometry, solution of triangles, heights and distances.
Logarithmic Computations.

Arrangements for the conduct of this examination will be made between District Officers Commanding and the Commandant, Royal School of Artillery, Quebec.

752. The syllabus may be obtained upon application to the Commandant, Royal School of Artillery, Quebec.

753. The dates of courses, numbers permitted to attend and information as to applications will be contained in "Courses of Instruction" published annually with Militia Orders.

754. The names of officers who have successfully passed the Artillery Staff Course will be published in Militia Orders, and those of the Active Militia will have the letter "a" recorded against their names in the Militia List.

Syllabus.

Further information.

Names published in Militia Orders.

Farriers' Course.

Farriers' courses.
Imp. 829.

755. Courses lasting six weeks for Farrier Q.M. Sergeants, Farrier Sergeants, Shoeing Smiths, men training for Shoeing Smiths, and infantry cold shoers of the Permanent Force will be held when necessary at stations where there are mounted corps.

These courses will be under the direct supervision of the P.V.O., who will issue certificates to such as qualify at the end of the course.

Authority for the conduct of these courses will be obtained from Militia Headquarters and District Officers Commanding.

Long Course.

Syllabus and duration.
Can. 616.

756. The Long Course is held at the Royal Military College and is of seven months duration. The syllabus will be published in Militia Orders.

For conditions to be fulfilled in order to take the Long Course see para. 170.

Names to be published in Orders.

757. The names of officers who have successfully passed the Long Course will be published in Militia Orders, and will have the letters "Lg" recorded against their names in the Militia List.

Militia Staff Course.

Qualifications for attendance.
Can. 639.
H.Q. 813—33—1.

758. The Militia Staff Course is held with a view to enabling officers of the Active Militia to obtain such instruction as will better fit them for employment on the staff of units and formations in the field.

A candidate must not be below the rank of Captain, must be in possession of a certificate qualifying him for the rank of Field Officer, and must be specially recommended by his Commanding Officer.

Syllabus and conduct of course.
Can. 639.

759. The course will be divided into two portions, theoretical and practical. There will be an examination at the end of each portion, and officers will not be allowed to take the practical portion until they have passed the examination at the end of the theoretical portion.

The theoretical portion consists of a course of lectures in Tactics, Field Engineering, Map Reading, Field Sketching, Organization and Administration.

These lectures, about twenty in number, will be given at convenient centres during the winter. The syllabus will be published from time to time in Militia Orders.

The practical portion will be held during the summer at some central point, generally Petawawa or Kingston, covering a period of two weeks (12 working days). This portion will consist of the practical application on the ground of those subjects previously studied during the theoretical portion.

Names to be published in Orders.
Can. 639.

760. The names of officers who have successfully passed both portions will be published in Militia Orders, and these officers will have the letters "m.s.c." recorded after their names in the Militia List.

LOCAL COURSES.

Instruction in the Use of First Field Dressing.

761. Officers and soldiers should be acquainted with the component parts of the "first field dressing" and with the manner of applying the dressing to a wound. District Officers Commanding will therefore arrange for the instruction of all officers and soldiers of the Permanent Force in this subject by means of lectures and demonstrations given periodically during the winter months by medical officers.

761A. Lectures on military hygiene in the under-mentioned subjects will form part of the winter training at the various stations of the Permanent Force for the benefit of Officers and N.C.O.'s, under arrangements made by District Officers Commanding:—

Syllabus—(i.) General outline of military hygiene. (ii.) Preventable diseases and the measures to be taken against them. (iii.) Food, clothing, exercise and personal hygiene. (iv.) Water supplies and their purification. (v.) Disposal of excreta and refuse. (vi.) Bivouacs, camps, billets and barracks.

Training of Stretcher Bearers.

762. In the R.C.R., the authorized number of bandsmen, and in the R.C.D., L.S.H. (R.C.), R.C.A. and detached companies of the R.C.R., two men per squadron, battery or company, will be trained as stretcher bearers and in first aid to the wounded. The men selected should be of good character. The training will be carried out by medical officers.

763. Commanding Officers of the above and Active Militia Units will arrange with the Medical Officer for the formation and instruction of classes, and will detail a competent N.C.O. to assist him in the drill, and to take charge of the equipment and appliances used in the instruction.

764. A class should consist, if possible, of not less than twelve. Officers and men of any branch of the service may attend.

The course of instruction will consist of at least 12 lectures and drills, and 9 attendances must be certified by the instructing officer before application is made for examination as to proficiency.

765. When a class has completed a course the instructor will submit the names for transmission through the C.O. to the A.D.M.S. of the District. The latter will forward them to the medical officer he may detail as examiner, who will examine the class and make his report.

766. Any number of officers and men may qualify, and their names may be recorded in the inspection report, one copy of which when completed will be retained by the unit, one by the District Officer Commanding, and one by the Assistant Director of Medical Services. Certificates will not be granted.

767. All trained stretcher bearers in the Permanent Force will be required to attend at least four stretcher drills annually.

Appliances for instruction.
Imp. 843.
Can. 608.

768. Ambulance stretchers and knee caps, in the proportion laid down in the Regulations for the Equipment of the Canadian Militia, Part I., will, on the application of the C.O. and with the sanction of the District Officer Commanding, be issued on loan from the nearest Ordnance Depot, to units in which classes for instruction are formed. The unit to which the articles are issued will be responsible for their safe custody and carriage, and for their being returned in good order as soon as the class is broken up.

5.—OFFICERS' LIBRARIES.

Reference and Officers' Mess Libraries.

Officers' Libraries.

769. Officers' Libraries are divided into two classes, viz.:—
(i.) Reference Libraries, and
(ii.) Officers' Mess Libraries.

Reference Libraries.
Imp. 850.
Can. 600(a).
'51—5—2.

770. Reference Libraries are established at certain military stations in order to place within the reach of officers books of reference to help them in their professional work. These libraries are supplied with suitable official publications, other than those of a secret nature, and in order that they may be provided with standard works, an annual grant will be allowed on the scale laid down in Pay and Allowance Regulations.

An officer of the General Staff of the Command will be in general charge of each reference library. All confidential publications will be kept under lock and key in his personal charge. They will not be taken outside the library building except by the special sanction of the District Officer Commanding, who, having regard to paras. 1552 to 1559, will issue such instructions as he considers necessary regarding the issue of confidential publications to individual officers. A catalogue and issue book will be kept up in each library.

Officers' Mess Libraries.
Imp. 851.
Can. 600(c).

771. Officers' Mess Libraries are small libraries consisting of instructive and interesting publications, located in officers' messes in order to encourage the study of military literature. Each District Officer Commanding will be informed from time to time of the number of officers' mess libraries sanctioned for his command, and an annual grant will be allowed for the upkeep of the same, on the scale laid down in Pay and Allowance Regulations.

Neither secret nor confidential official publications will be issued to these libraries. The books, &c., will be treated as station stores and handed over with the mess furniture on a unit vacating the barracks. An officer of the general staff will supervise the Officers' Mess Libraries in each command.

772. District Officers Commanding will furnish to Militia Headquarters, early in April of each year, a report as to the general state of the libraries in their respective commands.

6.—LITERARY QUALIFICATIONS OF CANDIDATES FOR FIRST APPOINTMENT TO PERMANENT FORCE.

Subjects, marks, &c.
Can. 140.

773. A candidate who is not in possession of the literary qualifications under para. 138 (a), (b), (c) or (d) will be required to pass a literary examination in the subjects laid down

for the entrance examination to the Royal Military College, except that trigonometry and chemistry will be voluntary subjects.

Marks obtained in these voluntary subjects will be reckoned in the aggregate, and count in the competition for vacancies, provided that in each case the marks so gained amount to at least 25 per cent. of the total allotted to the subject concerned.

774. A literary examination will be held yearly on or about the second Tuesday in May, in conjunction with and under the same rules as the entrance examination to the Royal Military College, vide Regulations for the Royal Military College. Date of examination.
Can. 141.

7.—EXAMINATION OF OFFICERS FOR PROMOTION—PERMANENT FORCE.

General Instructions.

775. An officer of the Permanent Staff will be required to pass the same examinations for promotion as an officer in an infantry unit of the Permanent Force. Permanent Staff.

776. In order to ensure, as far as possible, uniformity of system in examinations, an officer of the general staff at Militia Headquarters will, from time to time, attend boards of examination in subject (c) as an ex officio member. District Officers Commanding will report to Militia Headquarters, giving at least 14 days' notice, the dates on which boards of examination will assemble. Uniformity of system.
Imp. 854.

777. Brevet rank will not exempt an officer from passing the usual examinations laid down before promotion to each substantive grade. Brevet rank.
Imp. 855.
Can. 670.

778. Lieutenants of the Permanent Force (other than P.A.M.C. or C.P.A.V.C., for which see para. 783 (2)) will not be permitted to take the promotion examination for the rank of Captain until they have served two years as Lieutenants in the Permanent Force. Officers of higher rank than Lieutenant (other than P.A.M.C. and C.P.A.V.C. for which see para. 783 (3)) will not be permitted to present themselves for examination until they have served one year in their rank. Service required.
Can. 688A.
(H.Q. 586
—10—24.)

Examination of Officers for Promotion up to the Rank of Major.

779. The professional examinations required for promotion comprise the following subjects:— Subjects for promotion.
Imp. 867.
Can. 666.

- (a) (i.) Regimental duties (oral and written).
- (ii.) Drill and field training (practical and oral).
- (b) A.M.C. drill and exercises (practical and oral).
(For captains P.A.M.C. only.)
- (c) (i.) Practical tactics, embracing a knowledge of map reading, field sketching, and field engineering.
- (ii.) Practical test in map reading and problems in connection with (c) (i.) (for P.A.M.C. officers only).
- (d) (i.) Tactics embracing a knowledge of map reading, field sketching and field engineering (written).

- (ii.) Military law (written).
 (iii.) Organization, administration and equipment (written).
 (iv.) Military history (written).
 (e) Artillery (lieutenants) (written).
 (f) R.C.E. subjects (lieutenants) (written).
 (g) A.S.C. subjects (written).
 (h) P.A.M.C. subjects (written).
 (i) A.V.C. subjects (written).
 (j) Sanitation (lieutenants) (written).
 (o) (i.) Ordnance duties (written).
 (ii.) Organization, administration and equipment (written). (For C.O.C. officers only.)
 (p) (i.) Paymasters' duties (written).
 (ii.) Organization, administration and equipment (written). (For C.A.P.C. officers only.)

Scope. 780. For the scope of the examinations for each rank in the various subjects (a) to (e) and (g) to (j) and for the standard of qualification and the special certificate in the subjects (c) to (j), see Appendix XI, K.R. & O (Imp.), 1912. For subject (f) see Appendix VII., and for subjects (o) and (p) see Appendix VIII., of these Regulations.

Reduction of marks. 781. In the written examinations, subjects (d) to (p), the marks gained by a candidate in any paper are liable to a deduction not exceeding 10% for bad spelling, handwriting not easily legible, marked irrelevancy, or want of power of clear and concise expression.

Field Service Pocket Book. 782. The Field Service Pocket Book will be allowed for use at all examinations, written and practical, but not for answering oral questions.

Examination for each rank. 783. The subjects of examination for promotion to each substantive rank, up to the rank of major, for each arm or branch of the service will be as follows:—

- (1) (i.) Warrant officer or N.C.O. for promotion to the rank of lieutenant (except C.O.C.)—subject (a).
 (ii.) Quartermaster or riding-master, before being granted a commission as lieutenant—subject (a).
 (iii.) Lieutenant F.A.M.C. on appointment—subject (a).
- (2) Lieutenants for promotion to the rank of captain.
 Cavalry—subjects (c), (d) and (j).
 R.C.A.—subjects (c), (d), (e) (field and garrison) and (j).
 R.C.E.—subjects (c), (d), (f) and (j).
 Infantry—subjects (c), (d) and (j).
 C.P.A.S.C.—subjects (c), (d), (g) and (j).
 P.A.M.C.—subjects (c) (ii.), subheads (d) (ii.) and (d) (iii.) and subject (h). These examinations cannot be taken before completing 12 months' service.
 C.P.A.V.C.—subhead (d) (ii.) and subject (i). The examination in subject (i.) cannot be taken before the completion of 12 months' service.
 C.O.C.—subject (i), subhead (d) (ii.) and subheads (o) (i.) and (o) (ii.).
 C.A.P.C.—subheads (d) (ii.) and (p) (i.) and (p) (ii.).

- (3) Captains for promotion to the rank of major.

Cavalry—subjects (c) and (d).
 R.C.A.—subjects (c) and (d).
 R.C.E.—subjects (c) and (d).
 Infantry—subjects (c) and (d).
 C.P.A.S.C.—subjects (c), (d) and (g).
 P.A.M.C.—subjects (b) and (c) (ii.), subheads (d) (ii.) and (d) (iii.) and subject (h). The examination in subject (h) may be taken after the completion of three years' service, and will be held at the termination of a period of special duty, under arrangements made by the Director-General of Medical Services.
 C.P.A.V.C.—subhead (d) (ii.) and subject (i.).
 C.O.C.—subhead (d) (ii.) and subject (o).
 C.A.P.C.—subhead (d) (ii.) and subject (p).

784. When an officer, previously qualified, is transferred Examination from one arm of the service to another, he will be required to on transfer. Imp. 862.
 pass a further examination in the subjects or subheads which relate exclusively to the rank in the arm to which he is transferred, before being considered qualified for further promotion. Can. 669.

785. The following certificates will be accepted instead of Certificates taken in lieu. Imp. 868.
 examination, but a certificate obtained as a lieutenant will not exempt the officer from examination for promotion to the rank of major. A candidate claiming exemption will forward his certificate when he applies to be examined in other subjects:— Can. 671.
 H.Q. 313—
 1—28.

- (i.) A gunnery staff course certificate, in lieu of either subject (o) (field) or subject (e) (garrison).
- (ii.) A certificate of having passed the senior class at the A.S.C. School of Instruction, Aldershot, in lieu of subject (g).
- (iii.) A certificate of having passed the examination held at the termination of the course at the School of Army Sanitation, Aldershot, or at the Cavalry Schools, Netheravon and Saugor, in lieu of subject (j).
- (iv.) A certificate of having passed the Ordnance Course, in lieu of subject (o) (ii.).

786. The obligatory military subjects in the examination for Staff College admission to the Staff College will be accepted in lieu of the entrance subheads of subject (d), as under:— Imp. 864.
 Can. 672.

Field engineering, tactics, and military
 topography combined in lieu of (d) (i)
 Military law " (d) (ii)
 Military administration " (d) (iii)
 Military history and strategy " (d) (iv)

The standard of qualification for a "pass" and for a "special certificate," and the rule as to partial failure (para. 788), will also apply. An officer exempt as above will, however, be required to pass in subject (c).

An officer who has graduated at the Staff College will be exempt from all examinations for promotion to the rank of major.

Conditions to be fulfilled.
Imp. 866.
Can. 678.
G.O. 115/11.

787. Except under the conditions mentioned in para. 796 (ii.), the two subheads (a) are considered as one examination and cannot be taken up separately.

An officer will not be permitted to present himself for examination in subjects (e) to (p) until promoted to the necessary qualifying rank specified in para. 783.

As a rule, an officer must qualify in the written examination, subject (d), before presenting himself for examination in the practical subject (s). Exceptions to this rule may, however, be made upon reference to Militia Headquarters.

Subjects (d), (e), (g), (h) (lieutenant), (i), (j), (o) or (p) may be taken up separately at any of the half-yearly examinations.

Failure and partial failure.

Imp. 867.
Can. 674.

788. An officer who fails in either part of subject (a) will be required to take up the whole examination again.

An officer who twice fails in subject (e) will not, as a rule, be permitted to remain in the service. In exceptional circumstances the Militia Council will consider whether the officer shall be given a further opportunity of qualifying.

An officer who fails in one subhead only of subject (d), (f), (g), (h) (lieutenant), (i), (o) or (p), respectively, will be required to undergo re-examination in that subhead only. Failure in more than one subhead of a subject will, however, entail re-examination in the whole of that subject.

For the purpose of partial failure in a subject, an officer who does not present himself for examination in a subhead to which he is liable will, as a rule, be deemed to have failed in that subhead.

An officer who fails will not be permitted, without authority from Militia Headquarters, to present himself for re-examination within three months of his failure.

Application for examination.
Imp. 868.
Can. 675.

789. A candidate for examination will apply to his commanding officer. The O.C. will, in the case of subjects (e) to (p), forward such applications to the District Officer Commanding, accompanied by a certificate showing:—

- (i.) That the candidate is qualified under paras. 787 and 788; and in the case of subject (e),—
- (ii.) That the O.C. is personally satisfied that the candidate has a sufficient knowledge of the subject to warrant his presenting himself for examination; and
- (iii.) That in the opinion of the C.O. the candidate, as regards his competency to command, instruct and train his men in barracks and in the field, is fitted for promotion.

Lists to be sent to Militia Headquarters.
Imp. 869.
Can. 676.
H.Q. 586—10—11.
G.O. 4, 1914.

790. A District Officer Commanding will forward to Militia Headquarters a return on M.F.B. 404 of all officers in his command who are desirous of being examined in subjects (d), (e), (g), (h) (lieutenants), (i), (j), (o) (i.) and (p) so as to reach Militia Headquarters not later than 10th February and 10th August in each year. Should the date fixed for the April examination be altered or account of the fall of Easter, the returns should reach Militia Headquarters fourteen days earlier.

Before forwarding this return, District Officers Commanding will satisfy themselves that the requirements of para. 789 have been fulfilled.

Board of Examination.

791. Examinations in subject (a) will be carried out by a Examination C.O., who will appoint a regimental board with himself, or the next in command, as president, and two officers, not under the rank of captain, as members. Should such officers not be available regimentally, the board will be assembled by the District Officer Commanding, on application of the C.O. This board will examine the candidates in accordance with the syllabus given in Appendix XI., K.R. & O. (Imp.), 1912.

792. The local military authority will determine the constitution of the board to examine captains of the P.A.M.C. in subject (b), and will appoint dates for the examination.

793. To examine officers in subject (e), the board will be constituted by the District Officers Commanding, and will consist of a president, not below the rank of colonel where possible, and members not below the rank of major. When an officer of the rank of colonel is not available, a substantive lieutenant-colonel may be appointed president. A president and three members should constitute the board for the examination of eight candidates, and a president with two members may examine six or any less number of candidates.

This proportion of members to candidates should, as a rule, be observed. When a candidate of the P.A.M.C. presents himself for examination in subject (e) (ii.), an officer of the P.A.M.C., not below the rank of major, will be a member of the Board of Examination.

Militia Form B. 383 will be used, on which the board will be required to certify that each officer has been thoroughly tested by them in subject (e), as set forth in Appendix XI., K.R. & O. (Imp.), 1912, and to record their opinion as to the officer's fitness for promotion in so far as the examination applies.

794. Examinations in subjects (d), (e), (g), (i) (lieutenant), (j), (o) (i.) and (p) will be held at such centres as District Officers Commanding may appoint, commencing on the third Monday in April and the third Monday in October in each year. Boards to supervise the examinations will consist of a lieutenant-colonel as president and two field officers as members. When there are less than six candidates the board may consist of a president and one member only. If no officer of the rank of lieutenant-colonel is available, a field officer may be appointed as president, and the order convening the board should state that "No officer of the rank of lieutenant-colonel is available." Boards of examination for subject (f) will be dealt with as laid down in Appendix VII.

795. Officers supervising an examination are required not only to adhere strictly to every detail of the instructions given in Appendix XI., K.R. & O. (Imp.), 1912, but also to give their undivided attention to the exercise of supervision throughout the examination.

Proceedings of Boards, Results, &c.

Disposal of proceedings. Imp. 878. Can. 681(A).

796. The proceedings of the boards and results will be dealt with as follows:—

(i.) In the case of an examination in subject (a) or subject (b), the president of the board will forward the proceedings to the D.O.C. The latter will, if satisfied that the examination has been conducted in accordance with the regulations, write a certificate to that effect on the proceedings, which he will retain. If any irregularity has occurred in the conduct of the examination, he will forward the proceedings to Militia Headquarters with a written statement of the irregularity attached.

In the case of an examination in subject (c), the president of the board will forward the proceedings and results (on Militia Form B. 383) to the D.O.C., who, if satisfied that the examination has been conducted in accordance with the regulations, will sign the certificate on M.F.B. 383.

(ii.) The D.O.C. will report the results of examinations in subjects (a), (b) and (c) to Militia Headquarters without delay. Militia Form B. 383 will be used to report the results of examinations in subject (c).

The names of officers who have qualified will be notified in Militia Orders, and such notification will be the authority for recording an officer as qualified in subject (a), (b) or (c).

The proceedings of the Board of Examination in subject (c) will be retained in the District Headquarters Office.

In the case of only one subhead of an examination in subject (a) being annulled, an officer who is successful in the subhead not annulled will not be required to re-qualify in that subhead.

The annulling of an examination in subject (c) will not count as failure for the purposes of para. 788.

(iii.) In the case of subjects (d), (e), (g), (h) (Lieutenant), (i) (j) (o) (i) and (p) the District Officer Commanding will transmit the proceedings to Militia Headquarters. The names of those officers who have passed will be notified in Militia Orders, and such notification will be the authority for recording an officer as qualified in these subjects. Each officer will, in addition, be furnished direct from Militia Headquarters with a list of the marks he has obtained.

Riding certificate. Imp. 878. Can. 681(A).

797. Before he can be regarded as fully qualified for promotion to the rank of major, a captain of the Permanent Staff or Permanent Force (except Cavalry and R.C.H.A.) will be required to produce, on M.F.B. 339, a certified copy of a certificate of proficiency in riding. The certificate may be obtained as laid down in para. 852.

A candidate not in possession of such a certificate, or who fails to produce one, will be examined in riding by the board, and any extra expense incurred thereby will be borne by him.

Examination of a Major—Tactical Fitness for Command.

798. An officer in a branch of the Permanent Force in which Officers liable examination for promotion is prescribed (except the C.O.C.) and eligible. Can. 682.

will not be promoted to the rank of Lieutenant-colonel until he has passed the examination laid down in para. 800. A brevet major cannot be permitted to present himself for these examinations; whilst as regards higher brevet rank, the provisions of para. 777 will apply to the examination as to tactical fitness.

799. A senior captain or a major may, at his own request Attachment be attached during the training season, for a period not exceeding six weeks, to an arm of the service other than his own, and may be exercised in the command of mixed forces. Imp. 881. Can. 683.

800. Examination for tactical fitness for command will be carried out in accordance with Appendix XII., K.R. & O. and Boards. (Imp.), 1912. The board will consist of three or more officers. The president will be a general officer and the members no: under the rank of Lieutenant-colonel, nor of junior rank to the candidate. One member will, if possible, be an officer of the arm of the service to which the candidate belongs.

801. District Officers Commanding will forward to Militia Examination Headquarters, on M.F. B. 404, by the date laid down in para. Imp. 883. Can. 684A.

790, the names of majors desirous of being examined in tactical fitness for command under Part I, Appendix XII., K.R. & C. (Imp.), 1912.

802. The examination of majors in Part I, Appendix XII, K.R. & O. (Imp.), 1911, will be held at the same time and place and under the same arrangements as laid down for officers in subjects (d), etc., for promotion. Imp. 884. Can. 684B.

803. Papers in Part I, Appendix XII., K.R. & O. (Imp.), 1912, will be set by the War Office and forwarded to the various centres where examinations are held. Imp. 885. Can. 685C.

804. An officer must have passed in Part I. before he can present himself for examination in Part II. Imp. 886. Can. 685.

805. An officer who fails to pass in either part of Appendix XII., K.R. & O. (Imp.), 1912, will not be allowed to present himself for re-examination within three months, except in special cases. Failure. Imp. 887. Can. 685(a).

806. An officer who has graduated at the Staff College will be exempt from examination in Part I, of Appendix XII, K.R. & O. (Imp.), 1912. Exemptions. Imp. 888. Can. 686.

Examination of a Major, P.A.M.C., for Promotion to Lieutenant-Colonel.

807. A major of the P.A.M.C. before promotion to lieutenant-colonel will be examined in the subjects laid down in Appendix XIV., K.R. & O. (Imp.), 1912. Imp. 889. Can. 687.

Part I.—Technical subjects (written).

Part II.—A medical staff ride (practical).

The examination in these subjects may be taken up at any time after the completion of three years in the rank of major.

808. The examination in Part I. will be held at the same time and place, and under the same arrangements, as directed in Part I. for subjects (d), etc. Imp. 890.

All the technical subjects of Part I. will be taken up at the same examination. Failure in one technical subject will necessitate re-examination in that subject alone; failure in more than one technical subject will entail re-examination in all.

Examination in Part II. Imp. 891. 809. The examination in Part II. will be conducted under arrangements made by the D.G.M.S. at times and places most convenient.

Imp. 892. An officer, except in special circumstances, will not be examined in Part II., until he has qualified in Part I.

Failure. Imp. 893. 810. An officer who fails to pass in Part II. will not, except in special cases, when authority from Militia Headquarters will be necessary, be allowed to present himself for re-examination within three months of his failure.

Examination of a Major, C.P.A.V.C., for Promotion to Lieutenant-Colonel.

Examination of a major. Imp. 894. Can. 688. 811. A major of the C.P.A.V.C., before promotion to lieutenant-colonel, will be examined in the subjects laid down in Appendix XV, K.R. & O. (Imp), 1912. This examination may be taken up at any time after the completion of two years in the rank of major.

Time and place. Imp. 895. 812. The examination will be held at the same time and place and under the same arrangements as directed for subjects (d), etc. (para. 794).

EXAMINATION OF N.C.O.s. FOR PROMOTION.

Permanent Force.

General Instructions.

N.C.O.'s promotion. Imp. 897. Can. 661. 813. A soldier will not be promoted unless he is recommended by his company, &c., commander, who will certify that the candidate is:—

- (i.) *A capable instructor, according to his rank and service, in all technical or other military duties appertaining to his arm of the service.
- (ii.) *That he possesses, according to his rank, a competent knowledge of discipline, duties on guard, and duties connected with interior economy in quarters, in camp, on the march and on mobilization.
- (iii.) That his character and general qualities are such as to fit him for promotion.

Examination. Imp. 898. Can. 662. 814. A C.O. may, at his discretion, subject candidates for promotion to an examination to test their qualifications.

*Certificates (i) and (ii) will not be furnished in the case of soldiers who are candidates for promotion to armourer-sergeant, saddler-sergeant, saddletree-maker, rough-rider, farrier-sergeant, sergeant-tailor, battery-tailor, pioneer-sergeant, sergeant-shoemaker, and the several grades of artificers; but an equivalent recommendation will be made by the officer immediately responsible.

815. A company, &c. commander is responsible that all Preparation N.C.O.s.† receive adequate instruction, and preparation in all for professional matters, whether connected with training, interior promotion. Imp. 899. economy, or technical duties appertaining to their arm of the Can. 668. service, to fit them for promotion to a higher rank.

9.—EXAMINATION IN MODERN LANGUAGES.

General Instructions.

816. Officers of the Permanent Force may be examined in Examinations. modern languages in accordance with "Regulations relating to the study of Foreign Languages." Can. 697A. 586—25—1.

Applications must reach Militia Headquarters by 1st November and 1st April for the examination in the following January and June respectively.

817. The names of officers who qualify as interpreters will be published in Militia Orders, and noted in the Militia List. Imp. 903.

818. A grant of money will be made in accordance with Pay Grants. and Allowance Regulations to an officer on qualifying as an Interpreter.

10.—TRAINING—ACTIVE MILITIA

General Instructions.

819.—The training of the Active Militia will be carried out in accordance with the instructions contained in the training manuals of the various arms. Can. 577.

Special instructions for trainings will be published as required.

820. The training year will terminate on 31st December, and all drills and musketry for the year must be completed before that date. T.F. 818.

821. The conditions of eligibility for efficiency pay are laid down in the Pay and Allowance Regulations. Can. 588.

822. An officer or man may be allowed to perform his annual training with another unit of the same arm of the Active with other Militia, provided the written consent of the two C.O.s. and the approval of the District Officers Commanding concerned is obtained, and the authorized establishment of the unit with which he trains is not exceeded. T.F. 820.

823. An officer of the Active Militia on leave, and residing temporarily in the British Isles may, with the approval of the Army Council, be allowed to be attached to, and to perform training with, a unit of the Territorial Force. Applications for such attachments will be submitted through the usual channels to Militia Headquarters. Training in the United Kingdom. T.F. 821. 856—2—15.

At the end of the period of training a certificate will be obtained from the officer commanding the unit to which he is attached, showing the place of training, the number of days training performed, and the nature thereof. This certificate will be forwarded by the attached officer direct to Militia Headquarters.

†Except as provided in note to para. 818.

*Names are also published in Army Orders, and noted in the Monthly Army List, in accordance with King's Regulations. 1912.

824. An officer or man of the British Territorial Force residing temporarily in Canada may, with the approval of the Minister in Militia Council, be allowed to be attached to a unit of the Active Militia, for not more than two years in succession, for the purpose of carrying out his annual training; provided no expense to the Canadian Government is incurred.

825. The period of training authorized for each unit will be published annually in General Orders.

826. Officers or N.C.O.s of the Instructional Cadre may be detailed for duty with a unit or a group of units of the Active Militia.

Their duties in so far as the training of the unit is concerned are mainly those of instructing, under the orders of the C.O., the officers and N.C.O.s of the unit, and of supervising the instruction given by the officers and N.C.O.s to the men.

In certain cases it may also be necessary for the Instructional Cadre to undertake the elementary training of recruits before they join their company, &c., but the system to be aimed at as far as possible is that the officers should be the instructors of their own N.C.O.s, and that both officers and N.C.O.s (and not the Instructional Cadre) should instruct their own men.

By this means only can officers and N.C.O.s acquire the habit of command and powers of instruction, and become, as they should be, the leaders of their men.

Drills.

827. In the case of Corps authorized to perform the whole or a portion of their training at local headquarters, this may be carried out on such days or evenings as may be most convenient to units.

828. In the distribution of time, credit will be given according to the following scale:—

- (a) For a forenoon, afternoon or evening drill of at least two hours, count from the time of falling in until the dismissal of the parade.....Half a day
- (b) For a parade for Divine Service, Musketry or Inspection, of at least two hours' duration.....Half a day
- (c) For a practical tactical exercise or field training of at least five hours' duration.....One day

The equivalent of at least eight days is to be devoted to drill and field training as distinct from Church Parades, Musketry, and Inspections.

829. No credit will be given for classes of instruction for officers, N.C.O.s or men, or for recruits' drills (of which there should be at least ten).

830. At the inspection of a unit, the inspecting officer will personally see the "Nominal Roll and Attendance at Drill" (Militia Book 28) of each Company, &c., in order to satisfy himself that the number of drills, for which pay is claimed, have been duly performed.

Musketry.

831. Musketry training will be carried out in accordance with special instructions published as required.

832.

833.

Signalling.

834. Signalling classes will be formed locally for training the number of signallers of the Active Militia units required under para. 836.

Instruction will be carried out by an assistant instructor of the Signalling Instructional Staff.

Every facility will be given to officers and N.C.O.s to attend the Canadian School of Signalling in order to qualify as instructors or assistant instructors.

835. The annual classification in signalling will be carried out, when possible, during the annual training.

836. Commanding officers of units (other than the Permanent Force) are responsible that the following numbers of signallers are maintained and trained in the use of the flag, buzzer, disc, and lamp:—

Arm of the Service.	Officers.	N.C.O.s.	Men.
i. Cavalry Regiment	1	2	8
ii. Field Battery of Artillery	1	4
iii. Heavy Battery of Artillery	1	4
iv. Garrison Company of Artillery	1	4
v. Siege Company of Artillery	1	4
vi. Field Troop, Canadian Engineers.	1	(a)	..
vii. Field Coy., Canadian Engineers.	1	(a)	..
viii. Infantry Battalion	1	2	8
ix. Company, Canadian Army Service Corps	1	(a)	..
x. Cavalry Field Ambulance, Canadian Army Medical Corps	(a)	..
xi. Field Ambulance, Canadian Army Medical Corps	(a)	..
(a) 2 N.C.O.s or men.			

Gymnastics and Fencing.

837. Officers and men of the Active Militia will be permitted to receive instruction in gymnastics and fencing in military gymnasia, when the latter are not required for the regular classes, subject to the approval of the O.C. at the station, and provided that they comply with the following conditions:—

- (a) Application for permission to attend will be made through the O.C. the unit to which the applicant belongs
- (b) Those who are desirous of receiving instruction in fencing will supply their own fencing materials, and all will provide themselves with gymnastic belts and shoes.

Machine Gun Section.

Machine gun
training.
T.F. 368.

838. In cavalry regiments and infantry battalions where a machine gun section is authorized the instruction and training will be carried out as laid down in the Musketry Regulations and Training Manuals.

Machine gun
officer.
T.F. 869.

839. An officer selected to command a machine gun section will require to be in possession of a School of Musketry certificate and, unless he has already done so, attend a course of instruction in machine gun duties at a school of musketry.

11.—QUALIFICATIONS OF OFFICERS AND NON-COMMISSIONED OFFICERS—ACTIVE MILITIA.

General Instructions.

Syllabus.
T.F. 281.
Can. 615.
Certificates of qualification obtainable.

840. The syllabus for each of the various qualifying courses and the scope of the examination for a certificate of qualification is contained in Appendix VI.

841. The certificates of qualification which may be obtained are for the ranks of:—

Lieut.-colonel (A.M.C. only).
Field Officer.
Captain.
Lieutenant.
Sergeant.
Corporal.

No individual may be issued with more than one of the above certificates at the termination of any one course or examination.

Conditions to be fulfilled.
T.F. 282.

842. An officer can only take the examination to qualify for the rank next above that which he holds, but an officer who has been provisionally appointed, or who has been transferred from one branch to another, cannot take the examination for his next step until he has fully qualified for his present rank.

Transfer to another branch.
T.F. 287.

843. An officer transferred from one branch of the service to another will be required, within one year of his transfer, to qualify for his rank in the branch to which he is transferred, in those subjects in which he is not already qualified.

Field Officers provisionally appointed
(875—12—7)

844. Officers provisionally appointed to the rank of Field Officer will not be allowed to qualify for that rank until they have obtained a certificate of qualification for the rank of Captain.

Provisional officers of new units.
I.Q. 875—12—7.

845. An officer provisionally appointed to the rank of captain in a newly organized unit may be permitted to take the examination at a permanent school of instruction upon the completion of the captain's qualifying course without previously attending or passing the examination for the rank of lieutenant, provided that such officer attends the school for a period of at least four weeks.

Officers' Training Corps.
T.F. 285.

846. An officer who has passed the examination for Certificate "A" or "B" in the Canadian Officers' Training Corps, and who has received a commission in the Active Militia before completing the service in the C.O.T.C. necessary to entitle him to a certificate, will be exempt from further qualification for the rank of lieutenant or captain, as the case may be, as soon as he

has performed one year's training as an officer of the Active Militia.

847. An officer who has qualified for any rank in the Special Reserve or the Territorial Force of the United Kingdom will be exempt from further qualification for that rank in the same branch of the Active Militia.

848. A quartermaster will be permitted to qualify in the examination for quartermaster laid down in Appendix VI. before promotion. (See also para. 211 (d), (e) and (f).)

849. An officer on the Corps Reserve of a unit, if within 5 years of his transfer to the Corps Reserve, will be permitted to qualify for the rank of Captain, at public expense, with a view to his transfer to the "Training" establishment of his unit and promotion to the rank of captain on a vacancy occurring.

Qualifications obtained in British Isles.

Quartermasters.
T.F. 288.

Officers—Corps Reserve.
H.Q. 262—1—3.

Examinations—Active Militia.

850. Cavalry, artillery and infantry officers and N.C.O.s, other than those of the Permanent Force, must qualify in all the subjects for a certificate at one examination, except as provided for in para. 851.

In the other branches of the service a candidate may qualify in certain subjects or groups of subjects and only be required to qualify later in the remaining subjects.

851. A candidate at any examination who fails in one written paper only will be considered as having partially failed and will only be required at a subsequent examination to undergo re-examination in the paper in which he failed.

852. An officer or N.C.O. may be examined for a certificate of equitation by a D.O.C. or a field officer deputed by him or by the O.C. any mounted unit of the permanent force.

853. Courses for the qualification of non-commissioned officers will be held concurrently with and under the same arrangements as those for the qualification of lieutenants on appointment.

The syllabus for N.C.O.s qualifying for the rank of sergeant will comprise the subjects prescribed for lieutenants' certificates, but the scope will be limited to the knowledge essential for the efficient performance of the duties required of a sergeant.

If a candidate, upon examination, fails to obtain a certificate for the rank of sergeant, he may be granted a certificate qualifying him for the rank of corporal should he reach the standard of proficiency required of a corporal in his branch of the service.

854. The Field Service Pocket Book will be allowed for use at all examinations, written and practical, but not for answering oral questions.

855. The examination in subjects of practical instruction will be practical or oral.

The knowledge of each candidate in drill, field training, etc., will be tested practically with troops.

856. To qualify in practical and oral examinations a candidate must be reported by the Board as "fitted for the rank of" or "fitted for the appointment of"

857. The examination in subjects of theoretical instruction will be written.

Examinations to be taken as a whole.
T.F. 295.

Partial failure.
T.F. 298.

Equitation Certificate.
T.F. 800.

Certificate for N.C.O.s.

Books allowed.
T.F. 281 (b).

Practical examinations.
Can. 631.

T.F. 291.

Written examinations.
Can. 632.

Board for practical examinations. T.F. 290. Supervision of written examinations. Can. 687-8. T.F. 292. To qualify in written examinations a candidate must obtain 50 per cent. of the total marks allotted to each paper. 858. The Board will comprise at least one permanent officer of the arm or branch of every candidate examined. 859. An officer will be present during any written examination. It will be his duty to see that no candidate is permitted to leave the room before handing in his answers and that no opportunity is afforded to any candidate to obtain information from any person. He will sign a certificate (Militia Form B. 223) to the effect that the examination has been properly conducted. 860. The officer commanding a school will forward the proceedings of the Board of Examination and the certificates (in duplicate) of successful candidates to the D.O.C. 861 In the case of N.C.Os., if the proceedings of the Board of Examination are approved by the D.O.C, the certificates will be registered at District headquarters and the grant thereof promulgated in District Orders. Certificates of military qualification for officers will be forwarded to Militia Headquarters accompanied by Militia Form B. 243. In the case of provisional schools, the proceedings of the examining boards (M. F. B. 303) will be forwarded to Militia Headquarters with the officer's certificate as above.

Examination of a Lieut.-Colonel for the Rank of Colonel.

Can. 640. 862. Before promotion to the rank of Colonel, a Lieut.-Colonel must pass an examination under Appendix XII. K.R. & O. (Imp.) 1912—as laid down in para. 800 K.R. & O. (Canada) for Majors of the Permanent Force—but modified as below. In Part I. the candidate will be required to obtain 40 per cent. of the total marks allotted to the paper. In Part II. the candidate must be reported by the Board as "fitted for promotion to the rank of Colonel in the Active Militia." In the case of an officer having passed the Militia Staff Course he will be exempt from taking Part I. of the above examination. 863. 864. 865.

SECTION X.—GENERAL DUTIES.

1.—GENERAL INSTRUCTIONS.

Responsibility for Public Money and Stores.

866. An officer entrusted with public money will keep such a record of his cash transactions as may be required by the regulations, and the book in which this is kept will be retained under lock and key in the officer's own custody. He is personally responsible for any sum of money he may entrust to his subordinates. Any officer or other person in charge of public stores of any kind is strictly forbidden to lend any article under his charge for any purposes not sanctioned by regulations.

867. A company, &c., commander is responsible that all cash payments made to a soldier and all stoppages, &c., due from time to time are properly recorded as directed in "Financial Instructions."

A commanding officer will keep the paymaster supplied with all necessary information, and will send him weekly a certified copy of Part II. of daily orders.

868. A quartermaster, except a quartermaster A.S.C. i/c executive supply duties of a station, will not in any circumstances deal with, or be held responsible for, the quality of the supplies admitted to, or held in, store, but will deal solely with the quantities to be received and with their distribution.

869. A quartermaster will not perform any cash duties whatever, except in such circumstances as are recognized by regulations.

870. The duties of quartermaster and paymaster should not be combined in one person, whenever it can possibly be avoided. Quartermasters and paymasters will not preside over committees for the management of mess, band institute, or other recreational funds, nor should the moneys of any of these funds be placed in their custody.

Organization of Companies, &c.

871. Each company, &c., will be permanently designated as follows:—

Cavalry and Mounted Rifles.....	By a letter of the alphabet commencing with A—e.g.:— "A" Battery, R.C.H.A. "K" Company, Royal Canadian Regiment.	Can. 703.
Royal Canadian Horse Artillery....		
Infantry		
Field Artillery	By consecutive numbers.	
Garrison Artillery		
Engineers		
Army Service Corps		
Canadian Ordnance Corps	By Roman numerals.	
Army Medical Corps.....		
Field Ambulances		
Army Pay Corps.....		

Organization and chain of responsibility.
Can. 704.

872. Each service squadron will be divided into four troops numbered from 1 to 4. Each battery R.C.H.A. and C.F.A. will be divided into two sections, each under the command of a subaltern officer. Each section will be divided into two sub-sections, each under a 'No. 1.' The sections will be termed first and second, and the sub-sections will be lettered from A to D throughout the battery. Each company of garrison artillery will be divided into sections and sub-sections as above. Each company of infantry will be divided into two half-companies, right and left, each under a subaltern officer. These half-companies will be permanently divided into two sections, each under a N.C.O. The sections will be numbered one to four. A section consisting of more than fifteen men will be divided into two squads, each under a N.C.O. or selected private. The subaltern officers in charge of troops, sections, or half-companies are responsible to the company, &c., commander (para. 77), and the N.C.Os. or privates in charge of sections, sub-sections, or squads will be responsible to their subaltern officers. This chain of responsibility will be strictly enforced.

Quartering men.
Can. 705.

873. The men belonging to each troop, company, half-company, section, sub-section, or squad, will, whether in barracks, camp, or billets, as far as practicable, be quartered and detailed for duties together, so as to facilitate the duties of supply and of efficient supervision, and to foster a spirit of comradeship and mutual confidence.

Dismounted men in cavalry.
Can. 706.

874. Dismounted men who form part of the establishment of a regiment of cavalry will be clothed, armed, and equipped, with the exception of horse-appointments, in every respect like the rest of the regiment, and will be frequently drilled in the field, and practised in every part of their duty as cavalry soldiers.

Kits and Private Property of Soldiers

Kits and habits of deserters.
Can. 707.

875. When a soldier is given up to another unit as a deserter his kit is to be sent with him, and his account settled between the captains as in cases of transfer (see also Clothing Regulations).

Private property of soldiers sentenced to penal servitude or imprisonment or detention.
Can. 708.

876. When a soldier is sentenced to penal servitude, imprisonment or detention, on the expiration of which he will not rejoin his unit, he will be informed that the military authorities are not responsible for the custody of any private property he may possess. Facilities will be given to him for making private arrangements for the custody or disposal of his property, including regimental necessaries not sent with him to prison or detention barrack; should he, however, decline or fail to make private arrangements prior to quitting his corps, any articles then remaining in military charge will be sold by auction, in the same manner as the effects of deserters.

2.—GARRISON AND REGIMENTAL DUTIES.

Roster of Duties.

To commence from senior.
Can. 709.

877. For all duties, whether with or without arms, whether performed by units or by individuals, the roster will com-

mence from the senior downwards. In the case of private soldiers the roster will be alphabetical.

878. Duties are classified as:—

Classification of duties.
Can. 710.

- (i.) Guards—(a) of the Sovereign; (b) of Members of the Royal Family; (c) of Viceroy; (d) of the Captain-general or Governor of a colony; (e) of Commander-in-chief abroad.
- (ii.) Duties under arms—(a) divisional; (b) brigade or garrison; (c) regimental.
- (iii.) Courts-martial—(a) general; (b) district; (c) regimental.
- (iv.) Boards or courts of inquiry—(a) divisional; (b) brigade; (c) regimental.
- (v.) Working parties.
- (vi.) Fatigues.

879. When an officer's tour for more than one duty comes round, he will be detailed for that duty which takes precedence in paragraph 878. An officer detailed for one duty will, in addition, be detailed for such other duties as he can perform consistently with the proper discharge of the first-mentioned duty, and whether it is his turn by roster for the additional duties or not. When an officer is on duty he will receive an "over-slaugh" for all other duties which may come to his turn. Being detailed as "in waiting" does not count as a tour of duty. An officer on duty will attend parades and perform such other incidental duties as do not interfere with the special duties for which he has been detailed.

880. Attendance at a court-martial the members of which have assembled and been sworn will reckon as a tour of duty, though the court may be dissolved without trying any person. On any day on which a court-martial is not actually sitting, its members will be considered available for other duties; they will not, however, quit the station without the authority of the convening officer until the court has been dissolved. This rule is also applicable to courts of inquiry and boards.

881. A unit, detachment, guard, picket, or fatigue party only entitled to count a tour of duty when it has, in pursuance of that duty, marched off the ground where it was ordered to parade.

882. An officer detailed in orders will not exchange his duty with another without the permission of the authority by whom the duty was detailed.

883. An officer of artillery or engineers will share in the general duties of the garrison or camp (guards and pickets duties excepted, which he will take with his own corps only). A C.O. of artillery or engineers will be included in the roster, but whenever any garrison duty would interfere with the special professional employments and responsibilities of such officer, the Officer Commanding at the station may exempt him from such duty.

884. A colonel will not be included in the field officer's roster, but will have special duties assigned to him.

885. A lieutenant-colonel commanding a regiment of cavalry or battalion of infantry, or exercising a lieutenant-colonel's command of artillery or engineers will, as a rule, be exempted from serving as field officer of the day, and on other ordinary

Major.
Brevet field
officers.
Can. 718.

garrison duties, except when the Officer Commanding at the station considers that, owing to the small number of field officers available, it is not advisable so to exempt him.

886. Every major on the garrison duty roster will do garrison duty as a field officer. A brevet field officer will do duty as a field officer in camp and garrison, but he will also perform regimental duties according to his regimental rank. When performing garrison duties as a field officer he will be mounted.

Daily Duties.

Hours for
Reveille,
Retreat and
Tattoo.
Can. 719.

887. The hours for "Reveille," "Retreat," and "Tattoo" will be:—"Reveille," varying from 5 a.m. in summer to 6.30 a.m. in winter; "Retreat," at sunset; "Tattoo," (last post), at 10 p.m., unless otherwise specially ordered. In the Yukon and Northern Territories these hours may be varied by a C.O. to suit local conditions.

No bugle
sounds, etc.,
after tattoo.
Can. 720.

888. Between tattoo and reveille no call will be sounded, except "lights out" (which will be sounded a quarter of an hour after "last post") and the "alarm," "fire-alarm," or other signal for troops to turn out. On the "alarm" being sounded all troops will turn out under arms.

Duties of the
field officer of
the day.
Can. 721.

889. The field officer of the day will be present at garrison guard mounting and will visit all such guards by day and night; these duties will be performed mounted, unless otherwise ordered. He will take command of the pickets in case of fire, riot or alarm. In the morning, when the guards dismount, the reports of their commanders will be forwarded by the field officer to the O.C. the station, together with his own report.

Captain to act
as field
officer.
Can. 722.

890. In a small garrison, a captain will do the duty of field officer of the day in the same manner and in all respects as a field officer, except that he need not be mounted. When the guards are numerous or widely distributed, a captain as well as a field officer of the day may be detailed, and the former may be directed to perform a portion of the field officer's duties.

Captain and
subaltern of
the day.
Can. 723.

891. A captain of the day or week, and a subaltern of the day will be detailed in each unit to superintend regimental duties.

Adjutant of
the day, etc.
Can. 724.

892. An adjutant of the day and any personnel, including bands and drummers, required for camp or garrison duties, will be furnished from the battalions in camp or garrison according to roster.

Warning sol-
diers for
duty.
Can. 725.

893. Soldiers will be warned for all duties, etc., by means of daily orders posted in a suitable place in the quarters of each company, &c.

Guards and Pickets.

Guard
mounting.
Can. 726.

894. An O.C. a camp or station will be responsible that the number of garrison and regimental guards and pickets is the lowest possible. They will be replaced, wherever possible, by a system of police. Guards and pickets will mount at the hours the O.C. the camp or station may deem best suited to the climate and season. All guards and armed parties, before going on duty, will be inspected by the adjutant, or some officer of their unit.

895. The standing orders of the guard will be read and explained to the men as soon as the guard has mounted. Every relief will be inspected before going out, and on its return.

896. An officer or soldier will not take off any article of clothing or accoutrements while on guard, but the wearing of the great-coat or cloak in the guard room will be optional.

897. The commander will visit his sentries at least twice by day and twice by night to ascertain that they are alert on their posts and acquainted with their orders, and, in addition, he will read a N.C.O. with a file of men to perform the same duty at frequent and uncertain intervals.

898. A commander will never quit his guard except to visit Officers and his sentries, and will then inform the next in command of the probable time he will be absent. He will not allow any N.C.O. or soldier to quit the guard without leave, which will be granted only for special purposes.

899. Every guard will turn out at the commencement of the reveille, retreat, and tattoo sounding. The commander will then carefully inspect it.

900. When a fire breaks out or an alarm is raised, every guard will immediately turn out under arms, and so continue until the fire is extinguished, or the cause of alarm has subsided, unless otherwise ordered.

901. Sentries will be relieved every two hours, but in cold or inclement weather they may, at the discretion of the C.O., be relieved every hour. Regimental arrangements should be made for hot coffee to be provided free of charge at some period of the night for each man of the guard.

902. A sentry furnished by a stable guard will mount, with or without arms, at the discretion of the C.O.

903. A commander will render his guard report on M.F.—B 237. He will also send an immediate report to the field officer or captain of the day of any unusual occurrence on or near his guard.

903A. A patrol or picket detailed to assist the civil authorities, or to quell a disturbance in which soldiers are concerned, will be armed and provided with ammunition, and, when employed in the actual suppression of disturbances, will be under the command of an officer. A regimental picket or patrol employed in the apprehension of soldiers may be sent out with side arms only.

904. Every guard will be dismissed on its regimental parade, where it will be inspected and its arms examined. In the case of an officer's guard, the men will be dismissed by the commander after he has reported to any officer of superior rank present on the parade. If the commander of the guard is a N.C.O., a report will be made to the adjutant or orderly officer previous to dismissal.

905. A young officer will be placed on guard with a senior officer as supernumerary for instruction.

906. All stores and furniture (including watch coats) in charge of a guard will be handed over from one commander to another. The commander of the relieving guard will be responsible for their correctness, and will, in his report, note the condition of each article when taken over.

Duties in Aid of the Civil Power.

Law regard-
ing calling out
Militia to aid
civil power.
Can. 740.
Calling out of
Militia to be
reported.
Can. 741.

Discretionary
power of
officers.
Can. 742.

Ammunition
to be
supplied.
Can. 743.

Movement of
the troops.
Can. 744.

Troops to be
accompanied
by magistrate.
Can. 745.

Magistrates'
orders should
be in writing.
Can. 746.

Riot Act, etc.
Can. 747.

Taking action.
Imp. 903-5.

907. The law in regard to the Militia being called out in aid of the civil power will be found in the Militia Act, Sections 80-90, inclusive. (Appendix I).

908. In cases where aid is applied for in the manner provided by law, the senior officer of the Active Militia, to whom the requisition is addressed, will immediately report the circumstance, by telegram, through the usual channel to Militia Headquarters. Should such senior officer be unable speedily to communicate with the D.O.C., he will communicate by telegram direct with the Adjutant-General.

909. Officers of the Militia have no discretionary power as to the necessity for aid. Upon the other hand, the senior officer to whom the requisition is addressed has, under Section 81 of the Militia Act, complete discretion as to the number of troops he shall employ.

910. Troops proceeding in aid of the civil power must invariably have the requisite quantity of ammunition served out to them before going on duty. (See also para. 903A). The unused portion of this supply is to be collected immediately after the duty has been performed, and returned without delay into store.

911. The commander will move the troops in regular military order, with the usual precautions, to the place to which he shall be directed by any one of the magistrates present. He will not permit the troops to be scattered, detached, or posted in a situation in which they may not be able to act in their own defence.

912. Under Section 80 of the Militia Act, troops may be called out to aid, but not to replace, the civil power. An officer commanding troops thus called out will be careful therefore that his command, and each detached portion thereof, is accompanied, on all occasions when on duty, by a magistrate to represent, and give orders in the name of, the civil power.

913. All orders from magistrates to troops acting in aid of the civil power should be obtained in writing. Should this not be possible, an Officer Commanding will take care that he is accompanied by a reliable witness when taking a verbal order, and that there is a clear understanding among all concerned as to the meaning of such order.

914. When troops are called out in aid of civil power, the responsibility for the reading of Proclamation under the Riot Act, or of making any proclamation required by the Criminal Code, rests entirely with the civil power, and in no way with the troops. The latter act solely upon the orders of the accompanying magistrate, invariably conveyed through the O.C. troops present.

915. If the magistrate concludes that the police are unable to cope with the riot, and that the necessity of the case demands the interference of the troops by action, then, whether the Proclamation has been read or not, it is his duty at once to request the commander of the troops to take action. This request should be made distinctly, and if possible, in writing, although if given by word of mouth it will be sufficient.

When so requested to take action it will be the duty of the officer to take such military steps as in his opinion the situation demands. In doing so he will have absolute discretion as to the action to be taken, and as to the arms, including firearms, which the troops shall use, and as to the orders he shall give, including the order to fire. But the magistrate and the officer are each responsible respectively for anything done or ordered by them which is not justified by the circumstances of the case. If the officer thinks it unnecessary to take immediate action it is not obligatory upon him to do so, nor will he continue any action longer than he thinks it absolutely necessary.

916. Troops are not to fire except by command of their officer, who will exercise a humane discretion as to the number of rounds to be fired and the objects to be aimed at.

917. In order to guard against all misunderstanding, officers commanding troops or detachments are on every occasion on fire of troops which they are employed in the suppression of riots, or in the enforcement of the law, to take the most effectual means, in conjunction with the magistrates under whose orders they may be placed, for notifying beforehand and explaining to the people opposed to them that in the event of the men being ordered to fire, their fire will be effective.

918. When the detachment does not exceed 20 files, it will be told off into four sections. If it exceeds 20 files the detachment will be told off into more sections than four.

919. If the commander should be of the opinion that a slight effort would be sufficient to attain the object he is to give the word of command to one or two specified files to fire. If a greater effort should be required he is to give the word of command to one of the sections, told off as above ordered; the fire of each of the other sections, if required, will only be given on the regular word of command of the commander.

920. If there are more officers than one with the detachment and it is necessary for more than one section to fire at a time, the Officer Commanding will clearly indicate to the troops what officer is to order any of the sections to fire. No person, except the officer indicated by the Commanding Officer, is to give orders to any file or section to fire.

921. If the magistrate finds it necessary to fire, officers and soldiers have a serious duty which they must perform with coolness and steadiness, and in such a manner as to be able to cease fire the instant it is no longer necessary, whether the magistrate may order the cessation or not. Care is to be taken not to fire upon persons separated from the crowd. To fire over the heads of a crowd has the effect of favouring the most daring and guilty, and of sacrificing the less daring, and even the innocent.

922. Upon notification, in writing, by the judge or by any one of the magistrates who signed the requisition calling out the troops in aid of the civil power, that the troops are no longer required for such purpose, the Officer Commanding the troops so called out will withdraw his force and notify Militia Headquarters, by telegram, through the proper channel.

923. During the period that any portion of the Militia is on service in aid of the civil power, the Officer Commanding will

forward direct to Militia Headquarters daily, a state showing the numbers of the different ranks actually employed on this duty.

Report on completion of duty.
Can. 756.

Pay-sheets.

924. On the completion of the duty for which the force was called out, an immediate report thereof, in writing, is to be made, by the Commanding Officer to the District Officer Commanding for transmission to Militia Headquarters. The Officer Commanding the troops will also prepare a pay-sheet specifying the several sums authorized by law in respect to the service, and request the municipality to pay the value thereof, and in default of immediate payment shall forward the whole through the proper channel to Militia Headquarters, with a further report.

Working and Fatigue Parties.

Working parties.
Can. 757.

925. Soldiers, other than those belonging to departmental branches, will be detailed for working parties as seldom as possible, and, except in special circumstances, will not be so employed on days allotted to their training.

Indent for working parties.
Can. 758.

926. Officers commanding units are not to furnish working parties except upon an indent approved by the O.C. District or station.

Working pay.
Can. 759.

927. Working pay will only be allowed for work specified in the Pay and Allowance Regulations.

On active service, soldiers may be employed at all times on any kind of labour without extra remuneration.

Proportion of N.C.Os.
Can. 760.

928. The number of N.C.Os. employed to superintend working parties shall not exceed the proportion of one N.C.O. to 20 men, except:—

- (i.) When a larger proportion is authorized by the D.O.C., or
- (ii.) When the party is engaged in scraping or painting quick firing ammunition; or scraping or painting ordnance, shot or shell, carriages, slides, or miscellaneous stores,

when the proportion may be one N.C.O. to 10 men.

A working party of less than 20 men should, when possible, be in charge of a N.C.O. who can be employed in working at his craft.

Fatigues.
Can. 761.

929. Soldiers will be employed on fatigues, that is, routine work connected with the administration of the troops, whenever the public service requires it, at such hours as will not interfere with their training.

Coal fatigues will be performed by defaulters. If none are available, the fatigues will be performed as follows:—

- (i.) For non-regimental quarters, offices, gymnasia and other similar buildings, by the soldiers or civilian subordinates at such quarters, &c., or by arrangements with the contractor, provided no expense to the public is incurred thereby.
- (ii.) For officers' mess and quarters and sergeants' mess, by servants and waiters.
- (iii.) For regimental institutes and offices, by men employed thereat.

(iv.) For married quarters and barrack rooms, by the occupants of the quarters or rooms.

Light carts or trucks should be utilized, wherever available.

930. When electric light operations, electric light practice, instruction in military engineering, or other engineering instruction or work is carried on, an officer of the R.C.E. will have charge of the work. Officers of other corps taking part in the above preparations will be informed by this officer (notwithstanding that they may be senior to him) as to the work to be done and will give the necessary orders to their men.

931. A staff sergeant who is not a regimental artificer, employed on working parties, will be exempt from manual labour, except such as is necessary for his duties as a superintendent. All other N.C.Os. and men are liable to be required to work at their crafts. A sergeant, corporal, or second-corporal of engineers for whom there is suitable employment at his craft or in superintending working parties, will not, except in cases of emergency, be required to work as a laborer. A sergeant or corporal of infantry required to complete the number of superintending N.C.Os. will not ordinarily be employed at manual labour.

932. The meals of working parties will be so arranged as to prevent loss of time.

3.—DUTIES IN REGARD TO BARRACKS AND DEPT. HALLS.

General Instructions.

933. The O.C. a unit, under the direction of superior authority, will be responsible for the care and sanitation of barracks, barrack enclosures and Militia Department ground placed in his charge.

934. The C.O. is responsible that the floors of riding-schools and closed manèges are kept in repair and properly raked and watered. The materials will be laid down under the supervision of the Royal Canadian Engineers.

935. A company, &c., commander will, when practicable, attend the inspection of his own barrack rooms and stables: a medical officer will attend that of the hospital. A riding-master will attend at the riding-school, and a veterinary officer at the veterinary hospital. These officers will attest by their signatures in the notebook of the officer making the inspection, the list of damages or losses to be assessed in their respective departments, or object on the spot to any charge against which they wish to appeal. An officer i/c barracks will also initial the notebook of the regimental officer. When bedding and furniture, with regard to which questions of damages may arise, are returned to the barrack store, a regimental officer will attend.

936. The receipts of periodical and marching-out inspection reports will be immediately acknowledged by Commanding Officers and paymasters by letter to the officer from whom they are received. Commanding Officers will then forthwith give written notice to the C.R.E., or officer in charge of barracks, of the items against which they intend to appeal. If the charges

are maintained by the assessing authority, the case will be submitted to the D.O.C., who will deal with it in the manner laid down in paras. 633 and 634.

Assessments to be published in orders.
Can. 769.

937. The amount of damages or losses assessed against troops at any inspection of barracks will be charged as far as possible against individuals. All accounts not traceable to individuals will be a general charge and shared among the troops. The amounts assessed against each company, &c., will be published in regimental orders.

Charges for cleaning rooms and passages.
Can. 770.
Cricket-grounds, etc.
Can. 771.

938. A charge will not be made against the troops for washing rooms or passages unless neglect is apparent, or the building has been left in a dirty state. Such cases should be immediately reported by the C.O. to the D.O.C.

939. Cricket-grounds and places of outdoor recreation are part of the barrack establishment, and the expense of repairing injury done to them by the troops is chargeable as barrack damages.

N.C.O.s in charge of rooms.
Can. 772.

940. A N.C.O. in charge of a room will bring to notice at once any losses or damages, so that responsibility may be fixed upon the individuals liable.

Regimental Inspections.

Periodical inspections.
Can. 778.

941. During the first week of every month the O.C. the troops occupying a barrack—or an officer deputed by him—will make an inspection of the buildings, stores, and bedding in possession of the troops. He will note repairs to be made, and stores to be replaced, and see that the bedding agrees with the number shown in the bedding book. The inspection will be unnecessary in any month in which the periodical inspection is made by the officer i/c barracks and the R.C.E. After these monthly inspections, the C.O. will forward an indent for articles to be replaced or exchanged.

Medical Inspections.

Medical inspections.
Imp. 998.
Can. 774.

942. A medical officer is to inspect the whole of the barracks including the married quarters at least once a month. He will note in his sanitary diary any defects in cleanliness or sanitation, and will pass the diary to the C.O. concerned, who, after recording in it the action taken, will return it to the medical officer.

Periodical sanitary inspection.

Assistant Directors of Medical Services will examine and sign the diary at their inspections.

Dates of inspection.
Imp. 994.
Can. 775.

943. The Assistant Director of Medical Services will submit to the D.O.C. the dates proposed for the periodical sanitary inspections of barracks, and the dates, when approved will be published in District Orders. These inspections, and those of the inspector of medical services, will be attended by (1) a senior officer to represent the O.C. the unit in occupation of the barracks if the O.C. is unable to be present, (2) a representative of the C.R.C.E., (3) the medical officer, (4) the quartermaster.

Reporting defects.
A.O. 209—1913.

944. Serious defects in the sanitary conditions of a building, brought to notice at these inspections, will be reported to the headquarters of the District through the C.R.C.E., who will record his opinion as to possible remedies and the cost thereof.

Royal Canadian Engineer Inspections.

945. An officer of the R.C.E. will inspect the barracks quarterly with reference to any repairs that may be required. The quartermaster of the unit concerned will attend the inspection.
Can. 776.

946. An officer of the R.C.E. will inspect the barracks annually and will furnish a report thereon to the D.O.C. concerned, calling attention to sanitary conditions. The O.C. the troops in each barrack will detail an officer, not below the rank of captain, if available, to attend the inspection. The report of this inspection will be forwarded through the D.O.C. to Militia Headquarters.
Can. 777.

Army Service Corps Inspections.

947. The officer i/c barracks will make an annual inspection of stores in possession of troops in barracks, at each station where a transfer of the expense store charge has not already taken place. The quartermaster of the unit concerned will attend the inspection.
Can. 778.

Marching-in and Marching-out Inspections.

948. To save time and labour these inspections will, whenever possible, be combined.
Can. 779.

949. The C.O. of a unit, in conjunction with an officer of the R.C.E. and the officer i/c barracks will cause all buildings, fixtures, and furniture, allotted for the use of troops, to be inspected (if possible before the arrival of the troops) to ascertain their condition. This inspection will be carried out by an officer not below the rank of captain, or by the quartermaster of the unit concerned. The troops then become responsible for the buildings, &c., handed over.
Can. 780.

950. A party not exceeding two officers, four N.C.O.'s and 12 rank and file will take over barracks for a regiment or battalion. This party, unaccompanied by any families, should precede the unit, and a party of the same strength should be left behind to give over barracks.
Can. 781.

951. An officer taking over barracks on behalf of a unit will initial and date each inventory before leaving the room, or quarter; he will, at the same time, if relieving another unit, make out a list of any articles requiring exchange or replacement, so that he need not refrain from initialling the inventories.
Can. 782.

952. As soon as possible after marching in, the C.O. will sign a certificate in duplicate, that he has taken possession of the barracks.
Can. 783.

953. When troops are ordered to hand over a barrack the O.C. at the station will give the R.C.E. officer and the officer i/c barracks the earliest possible intimation of the hour and date at which the buildings will be vacated, in order that arrangements may be made for the marching-out inspection.
Can. 784.

954. At this inspection an experienced officer will accompany these officers in going over the whole of the barracks, and in assessing the damages. Before leaving each room, or quarter, the former officer will attest by his signature in the note-books
Can. 785.

of the other officers, the correctness of the damages or deficiencies noted therein, or object, on the spot, to any charge against which he wishes to appeal. This inspection will include officers' and married quarters.

Appropriation and Equipment.

955. The appropriation of each building, &c., will be lettered on the door, as follows:—

All rooms in barracks used for military quarters will be indicated by letters painted on the woodwork over the door, thus:—"C.O. Qrs." meaning Commanding Officer's Quarters; "F.O. Qrs." or "Capt. Qrs." meaning Field Officer's or Captain's Quarters; "O. Qrs." meaning Officer's Quarters; "K." meaning Kitchen; "H." meaning Hospital, &c.

956. Inventories of barrack furniture and utensils will be made out and signed by the officer i/c barracks and of fixtures by the R.C.E. These inventories will be pasted on separate millboards. In the case of barrack accessories, the inventories will be retained by the quartermaster of the unit in occupation. In the case of barrack rooms and the quarters of married soldiers, they will be kept by company, &c., commanders.

957. Alterations or additions will not be made to rooms or buildings by any officer or soldier without the sanction of the D.O.C., who may approve minor alterations not affecting accommodation and not at variance with approved types and provisions in barracks. When such alterations affect record plans, a report accompanied by the necessary drawings, should at once be made to Militia Headquarters. Temporary buildings, huts, or stands may be similarly approved by the D.O.C. as well as the erection of a stage within a building. Such erection will not be taken into use until it has been passed as fit, especially with regard to risks of fire, by the R.C.E. Any person who makes an unauthorized alteration in the gas, electric light or water fittings or interior arrangements of any buildings allotted for the use of troops, will be liable to pay for any excess of gas, electric current or water consumed and for the expense of replacing the fittings as they originally stood. Machinery, plant or fittings, which have been supplied by units or individuals, will not be taken over for maintenance by the Militia Department unless prior authority for their provision has been obtained from the Militia Headquarters.

958. Unoccupied buildings within a barrack enclosure, as well as buildings in the actual possession of the troops, are, as regards their security, under the charge of the C.O.

Sanitation.

959. In cases of epidemic diseases, every care will be taken to secure that articles likely to convey infection are not returned to the barrack expense or ordnance store. Should there be any reason to believe that infected articles of bedding, clothing, tentage, &c., have been so returned, the barrack or ordnance officer concerned will at once be warned.

960. The windows of every barrack-room will be opened sufficiently to allow of free ventilation, and will be kept open as far as the weather and season admit.

961. Tanks used by troops will be periodically cleaned out by the engineers, and cisterns, where accessible, by the troops themselves.

962. The cleaning of surface-drains and catch-pits and flushing of latrines, where skilled labour is not required, will be performed by fatigue parties.

963. Attention will be paid at all times, and especially during the prevalence of epidemic disease, to the state of the latrines and urinals, and to the disinfecting of ash-bins. A C.O. will issue special orders that improper articles are not thrown into them or into the drains.

964. Cows, pigs, goats, poultry, &c., will not be kept, nor animals will horses be allowed to run loose, within the boundaries of barracks or hospitals.

965. Yards and parade: will be kept in order by the troops. Accumulation of snow on the roof of any building, occupied or not, will be removed by the troops.

Precautions against Fire.

966. At all stations a fire committee will be appointed consisting of three members—an officer of the R.C.E. (usually the division officer); an officer of the A.S.C. (usually the officer i/c barracks); and an officer from the troops quartered at the stations, whose seniority will depend upon the size of the garrison, but who should, if possible, be a field officer.

The duty of the fire committee will be to make such recommendations as may appear advisable for the improvement of the fire arrangements, and to hold inspections of the fire appliances, at which the troops will turn out as at a fire. These inspections will be more valuable if made without warning. At least two members of the committee should be present at each inspection.

The committee will report half-yearly on the results of their inspections, but anything which may need prompt attention should be brought to notice at the time.

They will state whether the personal appliances, and water supply are reasonably sufficient and efficient, and are distributed to the best advantage, and they will make recommendations for remedying defects.

A book will be kept in an appointed place, in which a record of the inspections made and any observations arising therefrom will be entered and signed by the members. The record should be full, and should show which hydrants were tested, what unit furnished the piquet, its strength, &c.

967. Immediately after troops enter upon the occupation of any barracks, the C.O. will appoint a N.C.O. and a party of men as a "Fire-piquet," who should preferably be those who have had some previous acquaintance with things mechanical to enable them to learn more readily the handling of the appliances and the technical terms relating to them. A fire-piquet should be considered as pioneers in—

- (i) Rendering first aid in extinguishing or limiting a fire.
- (ii) Saving people from a burning building.
- (iii) Salvage of property.

Care of fire engines, etc. The C.O. will see that the engines are kept clean and the hose properly dubbed, and cause each engine to be tested monthly. The whole of the hose will be attached to the engine or stand-pipes and tested, and the hydrant boxes examined and cleared.

Fire piquet instructions. Imp. 1024A. 968. Instructions regarding fire piquets, etc., should be posted up in each orderly room and fire engine house or shelter.

Keys for water supply. Imp. 1025. Can. 799. 969. In addition to those forming part of the equipment of fire engine houses, fire engines, hose reels and wall boxes, three keys, each of which fits every hydrant and stopcock on the water mains, are provided for each barrack, and will be distributed as follows:—one each in charge of the R.C.E. and the C.P.A.S.C., and one in the regimental guard-room. Notice boards should be put up in all barracks showing where these keys and the key of the engine house will always be found.

Can. 801. 970. Petrolum spirit for private use will not be stored or sold in barracks.

Storage of explosive oil. Can. 802. 971. In all barracks and stations where mineral or highly inflammable oils are kept, for sale in institutes, or for public or private use, the following rules will be strictly adhered to:—

- (i.) A board must be assembled to decide what quantity may safely be kept in store, the place in which it is to be kept and the regulations under which it may be issued.
- (ii.) The board will be guided by local enactments, and will conform thereto as far as circumstances allow.
- (iii.) When practicable an officer of artillery and one of engineers will be members of this board. The proceedings will be submitted for the approval and remarks of the D.O.C., who will cause periodical inspections to be made, so as to ensure that the necessary arrangements are carried out. In framing these regulations it will be necessary to guard against the oil being stored in places to which men can have access after dark, and to direct that lights be not taken into the stores at any time. Proximity to magazines and storehouses must invariably be avoided, and the hours of issue be such as to ensure that the utmost precautions are used to avoid danger from fire. In all places where oil is stored a box of sand or dry earth should be placed, to be thrown at once on any oil or spirit that may have become ignited; water should not be used.

Motor vehicles storage of. Can. 808. 972. Suitable sheds for the storage in barracks of motor vehicles which are the private property of officers may be erected at the expense of the officers concerned, as encroachments, under existing regulations. The following rules will be adhered to, and copies will be affixed to the walls of the sheds:—

- (i.) Replenishment of fuel tanks of motor cars or bicycles may only be made in the open air and at a distance of not less than 10 yards from any shed, or other building.
- (ii.) In the case of motor vehicles fitted with burners, such burners shall not be lighted, or allowed to remain alight, within 10 yards of any shed or building, or pile of inflammable material.
- (iii.) Smoking is not allowed within the sheds.

973. Lights will not be allowed in barrack-rooms or buildings occupied by troops—except in hospitals, latrines, guard-houses, galleries, or stables—later than a quarter of an hour after the last post, when an officer will visit the barracks to see that this order is obeyed. Lights are permitted in sergeants' messes up to 11 p.m. Soldiers are prohibited from smoking in buildings or tents where there is loose straw. The use of oil stoves or lamps except where authorized as public issues, will only be allowed with the express sanction of the C.O. Oil stoves are not to be placed directly on wood and their position must be carefully inspected to ensure sufficient protection being afforded to obviate the risks of fire. Stoves standing on three feet will not be allowed in any circumstances. The occupants of married quarters should be cautioned to be careful in the use of fires and lights, especially mineral oil lamps, and against the use of cheap oils with a low flashing point, and lamps with glass receivers. The draping of mantel-pieces in government quarters is prohibited, and care should be taken that curtains are so arranged that contact with fire-places, gas-jets, &c., is impossible. Fireworks or bonfires in barracks or camps are prohibited.

974. In mounted units, before the "dismiss" is sounded, the orderly officer will see that all stable buckets are filled with water and left in the most accessible spot; and a note showing that he performed this duty will be made in his report. The person responsible for the closing of rooms or buildings in which fires or lights are used during the day, but which are unoccupied at night, will personally ascertain, before leaving for the night, that the gas is turned off, and that there is not anything which might lead to an outbreak of fire. In messes, canteens, &c., all rooms in which fires or lights have been used during the day will be swept out before being closed at night.

975. If an escape of gas occurs in barracks the lights will be turned off immediately, and the upper sashes of the windows opened. The officer i/c barracks, or his representative, will be at once informed.

A duplicate key or spanner of all gas stop-cocks, or master key of locked cupboards in cases where the cocks are boxed in, will be kept in the guard-room to enable the gas to be promptly turned off from any building in case of fire.

976. An officer or soldier, as well as any other person in military employ, will be liable to make good damage done to government property by fire, the result of his own neglect, but in view of the large sum to which liability may extend in such cases, the amount to be recovered will usually be limited to the equivalent of a week's pay of the individual who is held responsible.

977. Whenever a fire, explosion or similar occurrence involving the destruction of public property takes place in any barrack building, a court of inquiry (to include an engineer officer and the officer i/c barracks, if available at the station) will be immediately assembled to investigate the cause of it.

978. In the case of fire the main points to be investigated are:—

- (i.) The cause and origin of the fire.
- (ii.) By whom it was discovered.

Precautions against fire. Imp. 1022. Can. 804.

Closing buildings for the night. Can. 805.

Gas escape. Can. 806.

Gas stop-cocks

Liability for damage by fire. Can. 807.

Board to assemble after fire or accident. Can. 808.

Points to be investigated. G.O. 80—1910. Can. 809.

- (iii.) The action taken by the person or persons making the discovery.
 - (iv.) To whom the fire was first reported by the person making the discovery.
 - (v.) The length of time between the discovery of the fire and the sounding of alarm.
 - (vi.) What officer was in command of the fire arrangements.
 - (vii.) The length of time after the alarm before the appliances were at work and a jet or jets playing on the fire.
 - (viii.) Whether the fire piquet turned out in sufficient numbers and with promptitude.
 - (ix.) Whether there was any failure as regards water supply, hydrants, or the working of the fire appliances generally.
 - (x.) The action taken to warn the corporation or other local fire brigade of the outbreak.
 - (xi.) The length of time between the warning of the corporation or other local fire brigade and the arrival of assistance.
 - (xii.) The extent of the assistance given by the corporation or other local fire brigade.
 - (xiii.) The period from the alarm until the outbreak was extinguished.
 - (xiv.) The extent of the damage done to (a) persons, (b) buildings, (c) contents of buildings.
 - (xv.) Responsibility for the outbreak of fire.
- In the case of an explosion or similar occurrence, the above procedure will be followed as far as applicable.

979. An estimate from the District Engineer of the cost of structural repairs will be attached to the proceedings of the court. The proceedings will be sent to the D.O.C., who will deal with the case in the manner laid down in paras. 633 and 634.

Can. 811.

980. When a fire of an extensive nature occurs, causing loss of accommodation in a barrack, an immediate report will be made to Militia Headquarters, stating the number of troops or horses displaced and how they will be temporarily accommodated.

Insurance of private property.

Can. 812.

981. Insurance of any kind against fire, or any other risk of private property in barracks, or on board a transport, will not be effected by an officer or soldier without the knowledge of his C.O.

Drill Halls.

Allotment.

Can. 813.

982. When drill halls are used by more than one corps, the D.O.C. will decide as to the appropriation of rooms and armouries, and the days and hours during which the several corps may use them for military purposes.

Local care away from District Headquarters.

Can. 814.

H.Q. 14—

1—34.

983. The local care of drill halls away from District Headquarters will under the orders of the D.O.C., devolve upon the senior officer of Active Militia at the station, or such other officer as may be designated by the D.O.C.

983A. The use of drill halls for other than military purposes will be sanctioned under the following conditions:—
(a) Applications must be forwarded to Militia Headquarters through the D.O.C. concerned.

Use for other than military purposes.
G.O. 49—
1910.
Can. 814A.

(b) No charge will be made for the use of drill halls for regimental or band purposes, or when used for the benefit of regimental funds.

(c) When used for other than the purposes referred to in sub-paragraph (b), a charge will be made for the heating and lighting of the building and an insurance policy, to cover the value of the building and contents, must be taken out in favour of the Honourable the Minister of Militia and Defence.

984. Caretakers and other persons employed in connection with drill halls are under the direct control of the D.O.C.

Caretakers.
Can. 815.

985. In the event of misconduct or neglect of duty on the part of a caretaker or other such employee, the D.O.C. concerned will at once suspend him from duty and report the circumstances to Militia Headquarters.

Suspension of caretakers.
Can. 816.

986. The pay of any caretaker or other employee suspended from duty as in para. 985, will cease from the date of such suspension, pending the decision of Militia Headquarters.

Can. 817.

987. If necessary, the D.O.C. will arrange locally for the temporary employment of a competent person to do the work of any employee suspended from duty, and at once report the matter to Militia Headquarters.

Can. 818.

Re-Appropriation, Sites for Buildings and New Buildings.

988. The board assembled to report on re-appropriations, on sites for buildings, or on new buildings, will consist of—(i.) a field officer as president; (ii.) a regimental officer; (iii.) one or more departmental officers, according to the matter to be considered; (iv.) a R.C.E. officer; (v.) the officer i/c barracks, and (vi.), in the case of quarters, a medical officer. The officer at (ii.) will not be required if a regimental field officer is president.

Can. 819.

989. The proceedings of the board will be referred for the remarks of the head of the department concerned in the command.

Can. 820.

990. In minor cases not affecting quarters, it will be unnecessary to assemble a board, but the opinion of the O.C. of the corps and of other officers concerned will be obtained.

Board unnecessary.
Can. 821.

991. It is the duty of a C.O. or head of service or department to bring to notice any re-appropriation which, in his opinion, would lead to economy and be of advantage to the service. Any proposal for the re-appropriation of buildings in use by troops will be transmitted to the officer i/c barracks for submission to the D.O.C., who will report with his recommendations, to Militia Headquarters, stating what funds, if any, he has at his disposal locally.

Proposed re-appropriations.
Can. 821A.

992. Except in a case of special urgency, which could not have been foreseen, a proposal for re-appropriation for which funds cannot be provided locally, and which cannot be carried

Funds available.
Can. 822.

out until funds are available, will only be put forward with the annual estimates.

993. Whenever it is proposed to construct buildings, either for the use of troops or upon land appropriated for their use, the C.R.C.E. will forward a plan of the site he suggests, with his reasons for the selection, to the D.O.C.

994. When the completion of new or reconstructed barrack buildings is reported by the R.C.E. or Public Works Department, a board will be assembled (vide Regulations for Engineer Services, Canada), to report on the fitness of its occupation.

995. Proceedings of boards or reports on new or reconstructed buildings will be accompanied by a statement of the particulars of the accommodation reported upon. This statement will be prepared by the C.R.C.E. or Department of Public Works, and a copy will be retained by the officer i/c barracks.

996. In the case of a new barrack or extensive addition to a barrack, the D.O.C. will report the handing over as soon as it has taken place, quoting the item of estimates or other authority for the work, the report to be accompanied by the proceedings of the board and by a statement of the accommodation.

Miscellaneous Barrack Duties.

997. The C.O. will exercise a careful supervision over the consumption of gas, electric current, and water. During frosty weather the instructions contained in Regulations for Supply, Transport, and Barrack Services will be observed. When there has been an excessive consumption of gas, electric current or water, the D.O.C. will direct the C.R.C.E. to report whether the excess can be traced to any defect in works under the charge of the R.C.E. Twenty gallons a day for each officer, man, woman and horse, and 10 gallons a day for each child, is a liberal supply of water for all purposes in barracks. For the personal and patients in military hospitals, 50 gallons per head daily may be taken as a guide to the quantity of water required. Any higher rate will be closely inquired into.

998. A barrack subordinate will not have any duties in connection with supplies of provisions or forage from contractors, and will not be called upon for an opinion with regard to such supplies. He will not be employed in making purchases in default. Where there is not a supply officer at the station this will be done by a regimental officer under the direction of the C.O.

999. A C.O. will restrict the admission of strangers into barracks, and will exclude all persons not of respectable character.

Responsibility for Safety of Militia Department Wharves, etc.

1000. Officers i/c of Militia Department wharves, piers, landing stages at forts, or foreshores, used by Militia Department and hired vessels for berthing or mooring purposes, are responsible that such are safe.

In the event of any of the structures, berthings, moorings etc., becoming unsafe at any time, the responsible officer will take steps for its use to be discontinued until it has been placed in a safe condition again.

A notice board, with a warning as to its unsafe condition, will be exhibited in a conspicuous position near the part concerned and steps will be taken, through the proper channel, to have any necessary repairs executed with the least possible delay.

4.—ALLOTMENT, &c., OF QUARTERS.

Married Quarters, Marriages, &c.—Permanent Force.

1001. (1) In the Permanent Force regimental field officers' Married officers' only are entitled to married quarters. Can. 880.

(2) A subaltern, with sufficient means to maintain himself and family in a manner befitting his position as an officer, Marriage of may, upon the recommendation of his C.O., be permitted by subalterns. the Minister to marry.

(3) No subaltern, married after 1st April, 1908, will be Married considered as on the married establishment, nor will the family subalterns. of such officer be permitted to live in barracks.

(4) Married quarters will be provided at all stations for married field officers, and at stations of single units for the married captains belonging to such units; but, where more than one unit is quartered at the same station, married officers' quarters will only be provided for half of the married captains, the others being permitted to draw the allowance in lieu.

(5) Married quartermasters will be provided with quarters, Quarter-masters. irrespective of their regimental rank.

(6) Medical and veterinary officers who have no private practices will be entitled to married quarters, but those who have private practices will not be entitled to such quarters or to allowance in lieu.

(7) District Officers Commissaries of Ordnance, Inspectors of Ordnance Machinery, Assistant Paymasters, Ridingmasters, and other officers holding honorary rank will, irrespective of rank, be considered as entitled to all the privileges of married officers.

1002. The married establishment of warrant officers, non-Proposition of commissioned officers and men of the Permanent Force is fixed married as follows:— N.C.Os. &c. Can. 881. H.Q. 85—1—16.

Warrant Officers	100 per cent.
N.C.Os. above the rank of sergeant	100 "
Sergeants	40 "
Bandsmen	30 "
Other rank and file	8 "

of the limited recruiting establishment of each regiment or corps, except that in the cases of Departmental Corps for which barrack accommodation is not provided, and N.C.Os. of the instructional cadre, the married establishment of sergeants may be increased to 50 per cent. and rank and file to 30 per cent., and, in the case of the Supernumerary Staff, R.C.E., the married establishment may be treated as a unit separately from the regimental establishment.

Chauffeurs. Married chauffeurs of the Canadian Permanent Army Service Corps shall be carried supernumerary to the married establishment.

As far as practicable, married quarters will be provided for the above proportion.

Permission to marry. 1003. Permission to marry may be granted by the applicant's C.O. Such permission will not be given unless a vacancy exists on the married establishment and the C.O. is satisfied that the applicant is financially able to marry and that the woman is a desirable character.

Can. 833. 1004. A soldier, other than a warrant officer, who has married without permission will not be placed on the married roll.

Quarters Generally.

Application for quarters. 1005. An application for quarters will be sent to the officer i/c barracks, who will assign them.

Vacant quarters. 1006. Vacant married quarters, and those no longer required for occupation, will be handed over to the officer i/c barracks. Officers commanding corps will notify the officer i/c barracks of the departure from the station, as they occur, of officers, W.O.'s, N.C.O.'s and men, stating each particular quarter vacated.

Officers.

Choice of quarters. 1007. An officer's claim to choice of quarters will be governed by his precedence.

When an officer has been put in possession of a quarter by proper authority, he is not to be dispossessed by an officer of corresponding rank.

Imp. 1054. 1008. Officers will not be placed on the lodging list when, although all quarters allotted to their unit are occupied, accommodation is available elsewhere at the station, provided it is within half a mile of their mess.

Imp. 1051. 1009. Quarters appropriated for, but not occupied by a quartermaster or an officer of similar position, will be utilized for some other officer or officers in order to reduce the lodging list, provided that there is no early prospect of the quarters being required for their original purpose.

Scale of accommodation. 1010. A quarter for a Staff, R.C.E., C.P.A.S.C., or departmental officer will, as a rule, be specially appropriated, but, where unoccupied accommodation exists, and is likely to continue available, such accommodation may, with the approval of the Officer Commanding the District, be allotted.

Unoccupied quarters. 1011. An officer has not a right to a quarter which he does not occupy; except (i.) a C.O. in lodgings, who may have a room in barracks, if he does not thereby exclude another officer; (ii.) a married officer, not drawing lodging allowance, who is permitted to reside out of barracks.

Surrender or retention of quarter during absence. 1012. A quarter will be available for re-allotment immediately the occupant quits the station, except during the officer's absence on duty or leave, provided such absence is not expected to exceed two months.

Should the absence be extended beyond two months, the quarter may, in special cases, be retained for the further period, on the authority of the D.O.C.

Nothing in this paragraph will give an officer a right to the retention of his quarter during absence in cases where the D.O.C. thinks it desirable to make other arrangements.

A married quartermaster, riding-master, inspector of ordnance machinery, or commissary, deputy commissary, assistant commissary of ordnance or assistant paymaster may, however, retain his quarters or other quarters assigned him, when (i.) detached on temporary duty; (ii.) sent on active service; (iii.) proceeding on sick leave; or (iv.), transferred for duty elsewhere while his family cannot accompany him owing to certified illness; provided in all cases that the quarters are necessarily occupied by his family.

1013. The following may live out of barracks whether accommodation is available or not:—

(i.) An officer detached to a station for a period under eight days for temporary duty not requiring him to take his heavy baggage. This period may be exceeded up to a total limit of thirty days under the authority of the D.O.C., when he is satisfied that the circumstances of the case justify this exceptional treatment.

(ii.) An officer whose daily place of duty is at such a distance from barracks as, in the opinion of the D.O.C., to interfere with the due performance of his work. The officer must, however, reside nearer his work than he would do if quartered in barracks.

Warrant Officers.

1014. A quarter may be retained (1) during a warrant officer's absence on leave; (2) during the temporary absence on duty of an unmarried warrant officer for a period of one month or less; (3) while a married warrant officer is in hospital, or absent on leave, or temporary duty, if his family remain in his quarter; (4) during the absence of a married warrant officer proceeding on active service or ordered away without his family, in which case the family may occupy quarters until the quarters are otherwise required, or until the family can make other arrangements for residence during the absence of the husband.

1015. An armament sergeant-major is exempt from the liability to occupy quarters except when on duty at a camp, or where special quarters are provided.

N.C.O.s. and Men on the Married Roll.

1016. N.C.O.s. and men are not entitled to special married quarters, though, subject to the conditions of para. 1017, the choice of vacant quarters will be by seniority.

1017. The following table is a guide to allotment:—

Number of rooms (exclusive of scullery)	For allotment to a N.C.O. or man with
2	No children.
2	1 child.
3	2 or 3 children.
4	4 or more children, with any above the age of 10 of different sexes.

Can. 844.

The above table will, however, only apply when the number of rooms are available.

Vacant
quarters.
Can. 845.

1018. When allotting quarters, the number of children, their sexes and ages, will be taken into consideration. N.C.O.s and men will, at all times, be required to occupy any unmarried quarters that can be suitably allotted to them, unless authorized to draw lodging allowance or consolidated rates of pay.

Exemption.
Can. 847.

1019. A married or single armament-artificer is exempt from liability to occupy quarters, except as laid down in para. 1016.

Detention
during
absence.
Can. 847.

1020. Quarters may be retained:—

(i) By a N.C.O. or man on furlough.
(ii.) For necessary occupation by his family during the time a N.C.O. or man is in hospital, on furlough, temporarily detached on duty without his family, or undergoing imprisonment or detention, provided the sentence does not exceed six months.

(iii.) During the absence of a soldier on active service, or ordered away without his family, in which case the family may occupy quarters until the quarters are required, or until the family can make other arrangements for residence during the absence of the husband.

N.C.O.s. and Men not on the Married Roll.

Unmarried
sergeants.
Can. 848.

1021. An unmarried sergeant will be assigned a separate room in the portion of the barracks occupied by the single men, when this accommodation can be given; otherwise he will be in the barrack-rooms with the men.

Detention during
absence.
Can. 849.

1022. A quarter may be retained during the absence of a N.C.O. or man, on duty or furlough.

5.—MEDICAL AND HOSPITAL DUTIES.

General Instructions.

Medical
Regulations.
Imp. 1068.

1023. All medical and hospital duties connected with the Militia are governed by the Regulations for Army Medical Services, and Standing Orders, Army Medical Corps.

1024. Hospitals will be classified as follows:—

1. Military Hospitals.

2. Hospitals in the Field. (a) Field Ambulances.
(b) Clearing Hospitals.
(c) Stationary Hospitals.
(d) General Hospitals.

Classification
of hospitals.
Imp. 1069.

Guard for
hospital.
Can. 852.

1025. When necessary a guard will be furnished to an hospital, and the Principal or Senior Medical Officer will submit to the General or other Officer Commanding the station, any particular orders he recommends should be given to the guard.

Visits.
Can. 858.

1026. A regimental officer will be allowed access to his men in hospital at suitable hours.

1027. A patient will not have money or valuables in his possession nor receive pay or presents of food, drink, or luxuries without the permission of the Medical Officer in charge, who will bring the soldier's requirements to the notice of his C.O. Can. 854.

1028. At stations where an inspection room is provided in barracks, the Medical Officer of the unit will there examine men reported sick, and soldiers in arrest. The furniture of the room will be in charge of the unit occupying the barracks. The Officer Commanding the unit will furnish an order, to be under the orders of the Medical Officer, whilst on this duty. Can. 855.

1029. The examination of the sick will be made at such hours as will enable them to reach the hospital before the hour of the morning visit. Examination of sick and removal to hospital. Can. 856.

1030. The name of every soldier reporting himself sick will be entered in the Sick Report, M.F.—B. 292, which will be prepared in duplicate. Sick report. Can. 857.

1031. When a patient in hospital is convalescent he should be discharged and should attend at the hospital or inspection room as directed for further treatment as an out-patient. The same rule will apply to a soldier temporarily unfit but for whom treatment in hospital is not essential. He will be marked "Attending Hospital." (This will not apply to City and Rural Corps Camps of Instruction). A soldier "Attending Hospital" will not be permitted to leave barracks. According to medical recommendations, he will be relieved from all duties or employed on light duties and fatigues. See pam. 1128. Soldiers attending hospital. Can. 858.

1032. The men of each unit sent to hospital will be accompanied by a non-commissioned officer, who will take with him the Sick Reports (M.F.—E. 292) and Medical History Sheets, which on discharge from the hospital will be returned when the necessary entries are made. Can. 859.

A man admitted to hospital will take with him, in addition to the clothes he is wearing, his devotional books, hair brush, comb, razor, shaving brush, tooth brush, blacking brushes, tin of blacking, and great coat. The remainder of his kit, together with his arms and accoutrements, will be taken into store by his unit. Medals, trinkets, &c., will be retained by the C.O. of the unit, and moneys belonging to the soldier will be credited to his account.

Should a patient be admitted to hospital for an infectious disease, the medical authorities will communicate with his unit as regards the disinfecting of kits.

1033. When men are to be discharged from hospital the Medical Officer in charge will, on the day preceding their discharge, if possible, notify this fact on the back of M.F.—B. 292, to the Officer Commanding the unit to which the man belongs, who will send a non-commissioned officer for the man at the hour locally arranged for. Man discharged from hospital. Can. 860.

1034. Hospital attendants for all duties at the station hospital will be furnished by the Permanent Army Medical Corps. Medical Officers may employ on light duties, without extra pay, patients whom they consider able to aid the hospital establishment. Can. 861.

ishment. Should it ever become necessary to employ soldiers from other units, Officers Commanding stations are authorized to furnish them on application of the Medical Officer, and while so employed, these soldiers will not be available for other duties, nor, if it can be avoided, will they be relieved by others so long as their services are required. Should it become necessary to change them, due notice will always be given to the Medical Officer in charge of the hospital.

Arrest of hospital attendant.
Can. 862.

1035. When a soldier temporarily employed in a hospital is placed in arrest, the Medical Officer in charge will at once report the case to the man's C.O. for disposal, unless the soldier's documents have been handed over to the Medical Officer, when the latter will himself dispose of the case.

Offence by patient in hospital.
Can. 863.

1036. An offence committed by a patient in hospital will be reported at the time, and dealt with when the man is discharged from hospital.

Soldier dangerously ill.
Can. 864.

1037. On intimation from the medical authorities, that a soldier is dangerously ill in hospital, the Officer Commanding the unit will at once notify the next of kin. If the next of kin resides in Canada, the notification will be by telegram. The death of a patient will be similarly notified with full particulars.

Sanitary reports and suggestions.
Can. 865.

1038. When a Medical Officer makes suggestions to the A.D.M.S. on matters affecting the health, comfort and accommodation of the troops, or the sanitary condition of the locality, the concurrence or otherwise of the local O.C. will be obtained and communicated to the A.D.M.S. Copies of reports or suggestions made to an O.C. will also be forwarded to the A.D.M.S.

Employment of civilian medical practitioners.
Can. 866.

1039. When an officer at a station employs a civilian medical practitioner to attend upon himself or his family, or when a soldier on the married strength does so for his family, he will at once report the circumstance (forwarding a certificate as to the nature of the illness) for the information of the Officer Commanding and the Medical Officer in charge. The Medical Officer is authorized to visit any case of sickness in barracks or married quarters to enable him to take necessary sanitary precautions.

Admission to infectious diseases hospitals.
Can. 867.

1040. The family of a N.C.O. or soldier on the married roll may be admitted to an infectious hospital for necessary treatment at the public expense.

Definition of "family."
Can. 868.

1041. The term "family" will be understood to include the wife and children of a soldier married on the strength, and step-children under 14 years of age.

Medical Officers and Hospitals in the Field.

Medical Officers, etc., in the field.
Can. 869.

1042. A Medical Officer attached to a unit in the field will be under the orders of the Officer Commanding the unit, but will be at the disposal of the A.D.M.S. of the division in which he is serving. His baggage will be carried in the regimental transport, and he will be supplied with a batman from the ranks of the unit, who will, in addition, however, perform such regimental duties as the other officers'

servants may be called upon to do. Before an action the regimental stretcher-bearers and an ambulance with its equipment will be placed at the disposal of the Regimental Medical Officer.

1043. When sick or wounded are sent to a field ambulance their kits, arms, and accoutrements will accompany them. Kits of sick and wounded.
Can. 870.

Medical Officers Doing Duty with Troops in Peace.

1044. A Medical Officer will not be required to be on parade, except at inspections, and on special circumstances when his professional services are required. Medical officers on parade.
Can. 871.

1045. If at camps of instruction or during rifle or gun practice it appears to the Officer Commanding that exceptional circumstances render it advisable that a medical officer should be present on the range, he may, after consulting the A.D.M.S., issue the necessary orders.

6.—BANDS.

1046. Bands which do not conform to these regulations will not be entitled to any grant in aid of bands made by the Department of Militia and Defence. Forfeiture of grant.
Can. 872.

1047. The strength of bands is given in the establishment lists. Establishment.
Can. 873.

1048. The N.C.O.s. and men will be effective soldiers, thoroughly drilled, and liable to serve in the ranks, and the number stated will not be exceeded. Boys enlisted for training as musicians may be clothed like bandmen, provided expense to the public is not caused thereby. Efficiency.
Can. 874.

1049. (a) Subject to the approval of its commanding officer, any militia band may appear in uniform and play in any procession unconnected with the militia, or at any meeting or demonstration unconnected with the militia, provided there be carried, with it conspicuously displayed at its head, in such procession or at such meeting or demonstration a Union Jack of not less than three feet by four feet in dimensions. The man who carries the flag must be a member of the unit to which the band belongs and must be in the uniform of his corps. Processions, &c.
Can. 875.

(b) Should a commanding officer at any time refuse to permit a band of his corps to take part in any procession meeting or demonstration unconnected with the militia, he must immediately notify Militia Headquarters, through the proper channel, his reasons for such refusal. G.O. 34 & 105—1914.

1050. Bandmasters are responsible for the discipline, as well as for the instruction of their bands. They will attend all parades with their bands, and will accompany and be responsible for them when they play in public places or attend an entertainment. Bandmasters are not permitted to wear plain clothes on duty, and when in uniform must be dressed in conformity with the regulations of the service. Duties of bandmasters.
Can. 876.

1051. A bandsman in the Permanent Force who commits an offence entailing an entry in the regimental conduct book may, at the discretion of the C.O., be struck off the establishment. Offences.
Can. 877.

ment of the band, and will not be eligible to be again taken on the strength until three months after the expiration of the punishment awarded.

1052. In order to secure uniformity on occasions when the bands of several corps require to be brigaded, each regimental band will be supplied for ordinary use with a tuning fork and a set of marches arranged for 24 parts on 30 cards, viz.: The National Anthem quick step, trot past.

1053. In order to ensure uniformity throughout the bands of the Militia, the instruments will be of the pitch known as the "Kneller Hall" pitch, which is 479.3 vibrations at 60° Fahrenheit for B flat, corresponding to 452.4 for A, and 538 for C at the same temperature, used in the bands throughout the British Army.

1054. The authorized arrangement of the National Anthem will invariably be used. The arrangements for cavalry will be used also by light infantry and rifle corps; that for infantry by cavalry when dismounted. Both arrangements may be played in combination when so required. The correct time of the National Anthem is M.M. ♩=84, and this will invariably be adhered to.

1055. All correspondence in connection with band engagements will be conducted by the band president. An engagement is only to be entered into subject to the exigencies of military duties. A clause to this effect should be embodied in any form of contract or agreement made. Engagements are not to be sought through the public press, nor will they be arranged for or accepted through musical or other agents.

An engagement is not to be accepted on terms which are lower than those which would, in the same circumstances, be offered to a civilian band, or in order to replace a civilian band which is on strike.

1056. In camps of instruction bands will, when brigaded or massed, practice together under the direction of the Brigade Bandmaster, who will be named by the Officer Commanding the Camp, Brigade, or Force, and will be drilled in their various movements by a competent instructor.

1057. The instructions in the following books, published by authority, are to be adhered to without addition or alteration, either as regards the soundings or their application:—

In the mounted service and garrison artillery—"The Trumpet and Bugle Sounds."

In the infantry—"The Trumpet and Bugle Sounds,"—and "The Drum and Flute Duty."

1058. All regiments and battalions should provide themselves with copies of "National Anthems of all Nations."

1059. Band property belonging to units will remain in regimental custody, and will be replaced when necessary, as provided in the "Pay and Allowance Regulations." All such property, except presentation instruments, &c., will, however, be regarded as vested in the Militia Department, and will not be alienated without the consent of the Minister. The Commanding Officer is responsible that band property of every

description is always available and in a serviceable condition. Inspecting officers will satisfy themselves that these instructions are carried out.

1060. Bugles, trumpets, drums and fifes, as specified in the Supply of Equipment Regulations, are supplied at the public expense to the authorized bands maintained in the permanent force, and in accordance with the Pay and Allowance Regulations, a yearly allowance to each of these bands is granted to cover the purchase of additional instruments and music, etc., also for maintaining the instruments in a proper state of repair.

Musical Training—Permanent Force.

1061. A regimental musician should be encouraged to qualify for the position of sergeant-trumpeter, sergeant-bugler, sergeant-drummer. It is the duty of the bandmaster to give instruction with this object, so that there may be in every corps a soldier who is trained and qualified to fill such appointments.

1062. A bandmaster will also instruct the N.C.O.s of his band who voluntarily attend, in the following subjects, with a view to their being qualified to pass the examination required for the admission to the Royal Military School of Music for training as bandmasters:—(i.) Elements of music; (ii.) harmony; (iii.) counterpoint (up to 4 parts simple combined); (iv.) instrumentation; (v.) musical biography. The instruction should consist of at least two lessons a week of not less than half-an-hour's duration each.

*—MESSES.

Officers' Messes.

1063. Every officer on the training establishment or Corps Reserve of a unit, and every officer attached thereto, is to be a member of the regimental mess. The Commanding Officer is responsible that all regulations relating thereto are observed. He will also ensure that the mess is conducted without unnecessary expense or extravagance, and must by his personal example and advice encourage economical habits and careful management.

1064. All officers of the Permanent Staff and Permanent Force are ipso facto honorary members of the various messes of units of the Permanent Force.

1065. Every officer is personally to pay to the mess president his mess bill and all authorized subscriptions on or before the 7th of each month, and the president of the mess committee will report in writing to the C.O. any omission to do so. The officer concerned will then be called upon for an explanation. If the result be unsatisfactory and the account is not settled by the 15th of the month, the circumstances will be reported to the D.O.C.

- Can. 890. 1066. Commanding Officers are held responsible that the daily expense of messing is kept within the means of the junior officers.
- Dining members. Can. 891. 1067. All officers present with their units, except married officers, are to be dining members of the mess. When their wives or families are absent, married officers are also to become dining members. Officers attached for instruction, unless specially exempted, will also be dining members.
- Responsibility for debts. Can. 892. 1068. When a civilian mess-man is employed, the Commanding Officer will take steps to caution tradesmen that the officers are not responsible for debts incurred by, or on behalf of, the mess-man. When a non-commissioned officer is employed as caterer, the mess committee will be responsible for pecuniary transactions with tradesmen. The authorized ration of each officer living in mess will be issued to the mess-man for the benefit of the mess.
- Mess sergeant. Can. 893. 1069. A sergeant is permitted to act as mess-man or caterer or superintendent of the mess establishment, but no non-commissioned officer is to be employed in any menial capacity about the mess.
- Cashing of cheques, etc. Can. 894. 1070. Mess-men should clearly understand that if they cash cheques for officers, they do so at their own risk.
- Insurance. Can. 895. 1071. The whole of the mess property, other than that supplied by the Militia Department, will be insured against loss by fire, the premiums being a charge against the mess fund.
- Present of plate. Can. 896. 1072. Presents of plate from officers on first appointment, on promotion, or on other occasions, are prohibited.
- Quarterly mess meetings. Can. 897. 1073. A mess meeting will be held once a quarter. The votes of the officers will be taken upon any proposition on which a difference of opinion exists, and the point will be decided by the majority of votes, provided the Commanding Officer concurs.
- Detachment mess. Can. 898. 1074. When a unit furnishes a detachment, a proportion of the mess funds, plate, servants, equipment, and stores will be assigned for its use, if desired.
- Discipline at mess. Can. 899. 1075. The senior combatant officer present takes military precedence at mess, and is responsible for the maintenance of discipline.
- Certificate on change of command. Can. 900. 1076. Before giving over the command of a unit or portion of a unit in which an officers' mess is maintained the Commanding Officer will send to the D.O.C. a certificate that all debts owing by the mess have been paid, or that a sufficient amount is in hand to meet all liabilities. Should he be unable to furnish this certificate, he will explain the reasons which have necessitated the contracting of debts, so that the D.O.C. may decide whether they are to be paid by the Commanding Officer or can be taken over by his successor. A copy of the certificate will be handed to the officer assuming the command. The latter will report to the D.O.C. whether or not he is satisfied with the state of the funds.
- Imp. 1143. 1077. In the case of units changing stations, where station messes are maintained, a similar certificate will be furnished by the C.O. of the outgoing unit.

1077. At the annual inspection the manner in which the Annual mess is being conducted will be closely investigated. Any inspection. Can. 901. infraction of the regulations will be reported to superior authority.

Officers' Mess Contributions and Subscriptions—Permanent Force.

1078. Officers on the strength of a unit will on appointment pay to the mess fund of the mess of their unit, a contribution fixed by the Commanding Officer, but not to exceed thirty days' pay. All contributions are to be charged in monthly instalments of three days' pay on the original net pay of each officer's rank, exclusive of all allowances. Can. 902.
1079. When an officer of the Permanent Force is promoted in his unit, he is to pay in like manner a sum not exceeding thirty days' difference between the original net rates of pay of the rank attained and of the rank from which he is promoted. Can. 903.
1080. If an officer exchanges, is transferred in the same rank, or is promoted to another regiment; or if he exchanges or is transferred for his own convenience, he is chargeable with the whole amount of contribution to the unit in which he is promoted or to which he exchanges or is transferred; but he is not to be charged with payment to the mess fund of his former unit beyond the month during which his removal takes place. On exchange, transfer, etc. Can. 904.
1081. An officer's contribution is due according to the date given in the "Canada Gazette" or, in the case of postings, the dates given in the posting notices, and will be assessed by those dates. Contributions, how due. Can. 905.
1082. An officer on being seconded, or on retiring, is not to be charged with regimental subscriptions beyond the date of his removal as notified in the "Canada Gazette." On leaving corps. Can. 906.
1083. Married officers are liable to only one-half of the annual subscription, when they do not regularly attend the mess as dining members. Married officers. Can. 907.
1084. Seconded officers and majors holding extra regimental appointments who are not seconded, are exempt from the payment of subscriptions to their units. Exemptions. Can. 908.
1085. Officers, other than medical and veterinary officers attached to units for one month and upwards, will pay to the unit or school of instruction to which they are attached, the mess subscriptions they would otherwise have paid to their own units. When attached to other corps. Can. 909.
1086. An officer who, for the benefit of the service, attends a class or course of instruction at an institution or station where no mess is available, will not, during the period of the course, &c., pay mess subscriptions to his own unit. When attending a class of instruction. Imp. 1156.
1087. The Commanding Officer will prevent an undue accumulation of the mess fund, and will fix the rate of contributions and subscriptions thereto, which must never exceed the limits prescribed, without the sanction of the Militia Council. Limits of contributions and subscriptions. Can. 910.

Incidental expenses. Can. 911. 1088. The monthly charge for all incidental expenses should not exceed three dollars in ordinary, and four dollars in extraordinary, circumstances. When the lesser sum is exceeded, the necessity for the excess should be established to the satisfaction of the O.O.

Attached officers' subscriptions. G.O. 225—1912. Can. 912. 1089. Officers of the Active Militia, attached to a unit of the Permanent Force for instruction, will be required to pay a daily rate of "Table money" not to exceed \$4.00 per month while so attached.

Attached officers' bills. Can. 913. 1090. Bills incurred at officers' messes form a first charge upon the pay of the officer incurring them. To this end the pay of all officers of the Active Militia attached for instruction is transmitted to them through the officer commanding the unit or school of instruction.

Attached officer in arrears. Can. 914. 1091. If an officer, about to be struck off the attached strength of a unit or school of instruction, is in arrears in his mess bill, he is not to be detained pending payment. Return transport to his home is, however, not to be issued to him. The officer commanding the unit or school of instruction will, without delay, report the case to Militia Headquarters, stating the amount the officer is in arrears.

Regimental and Officers' Mess Entertainments.

Entertainments. Can. 915. 1092. Commanding Officers will be responsible that expensive entertainments are only given with the sanction of the D.O.C., and that no officer who has not signified his consent in writing is called upon to pay any part of the expense. Commanding Officers are to give their special countenance and protection to any officers who decline to share in the proposed expense. The cost of such entertainments (including that of public guests) is to be assessed on those concerned in shares of so many days' pay of his rank to each individual officer.

Exemptions from contributing to entertainments. Can. 916. 1093. Officers absent from their unit at the Staff College, or holding staff appointments, are not chargeable with any share of entertainments.

Private friends. Can. 917. 1094. An officer inviting private friends to a mess dinner will bear the whole expense of their entertainment.

Prohibitions. Can. 918. 1095. Fines, whether in money or wine, will not be levied on marriage, promotion, &c., nor for any minor irregularities. The keeping of a regimental coach is forbidden.

Arrival and departure of units. Can. 919. 1096. The practice of entertaining units upon arrival at, or departure from, a station is prohibited; the hospitality approved will be limited to offering to the officers the accommodation of the mess as honorary members.

Unauthorized accounts. Can. 920. 1097. Semi-private account books in which extra charges and unauthorized subscriptions are shown will not be kept in a mess. The C.O. will be held responsible that every charge is shown in the official mess accounts which are produced at the annual inspection.

Active Militia.

1098. An officer of the Active Militia is liable to contribute subscriptions to regimental funds. The amount will be fixed by the C.O. according to the following scales, which are not to be exceeded:

(a) On first appointment as subaltern, and on each occasion of subsequent promotion to the rank of Captain, Major, and Lieutenant-Colonel, \$10, except in the Corps of Guides, in which it shall be \$5. Can. 921.

(b) On direct appointment:—
To the rank of Captain, \$20. \$10
To the rank of Major, \$30. \$15
To the rank of Lieut.-Colonel, \$40. \$20
On promotion to another unit. Can. 922.

1099. A promotion from one militia unit to another shall not be considered a direct appointment to a higher rank. Can. 922.

1100. These contributions may be applied as Commanding Officers may direct, but to other contributions to regimental funds will be levied upon officers either on joining, during service in, or on leaving, a unit. Can. 923.

Sergeants' Messes—Permanent Force.

1101. A sergeants' mess will invariably be formed when practicable, and all warrant officers and sergeants attached for instruction will be honorary members thereof. The C.O. will be responsible that it is conducted with economy, regularity and order. The second in command will, as a rule, be charged with its immediate supervision. Can. 924. G.O. 225—1912.

1102. All warrant officers, staff and other sergeants, whether married or single, are to be members of the mess, and, where a dining mess is established, single members must be dining members. In the Engineers, corporals are also to be members of the sergeants' mess. Lance-sergeants not in receipt of lance-pay have the option of joining the mess or not. Non-commissioned officers of other corps not below the rank of lance-sergeant, may, with the sanction of the Commanding Officer, be admitted as honorary members, but they should be limited in number. Can. 925.

1103. Every member will pay an entrance fee not exceeding three days' pay on first joining the mess, and on promotion the difference of three days' pay. An armourer-sergeant will pay the entrance fee of three days' pay to the sergeants' mess of the first corps to which he is attached after promotion to the rank of armourer-staff-sergeant, and the difference of three days' pay in a similar manner on each occasion of promotion to a higher grade. A monthly subscription may be charged, not exceeding 50 cents for unmarried, and 25 cents for married or detached, members. Warrant officers and sergeants of the Active Militia attached for instruction will not be required to pay an entrance fee or subscription, but will be charged the sum of five cents per diem, "Table money," during the period of their attachment. Fees and subscriptions. Can. 926. G.O. 225—1912.

1104. Mess-meetings will be held monthly, at which all members are to attend. The senior warrant or non-commissioned officer present will preside. A statement of accounts meetings. Can. 927.

signed by the president, will be submitted to this meeting for audit and approval. Minutes of the proceedings will be recorded and submitted for approval of the Commanding Officer.

Mess committee.
Can. 928.

1105. The management of the mess is to be conducted by a committee, the president of which should not be below the rank of colour-sergeant, with two sergeants (one married and one unmarried) as members. They will be appointed quarterly at a mess-meeting, subject to the approval of the Commanding Officer. They are responsible for the management of the mess, and have the power to authorize all ordinary expenditure, but no exceptional outlay is to be made without the previous sanction of a mess-meeting, and the approval of the Commanding Officer.

Caterer.
Can. 929.

1106. A sergeant, not a member of the mess committee, is to be selected by the Commanding Officer to act as caterer. He is, as far as possible, to be exempt from other duties, and is to take charge of all stores of liquors and eatables, and to receive from members the amounts due by them for liquors. These amounts may, at the discretion of the Commanding Officer, be paid weekly or on the spot; but in either case the cash is to be handed over to the treasurer on the same day as it is received. The caterer has no authority to make purchases or select tradesmen without the sanction of the committee.

Rate of messing and sale of beer, &c.
Can. 930.

1107. The daily rate of messing is not to exceed 25 cents. No beer or spirituous liquor is to be sold before the forenoon parade, and under no circumstances is any to be sold to any private soldier or to a non-commissioned officer who is not a member or honorary member of the mess.

Treasurer and accounts.
Can. 931.

1108. A staff-sergeant or colour-sergeant is to be appointed by roster to act as treasurer for the quarter. The treasurer is to give to captains, monthly, a statement showing the amount due by members for messing and subscriptions, and the amounts will be recovered in the same manner as other regimental bills.

Statement to be submitted.
Can. 932.

1109. A statement of the accounts signed by the president, together with all vouchers, will be ready on or before the 5th of each month, for submission to the monthly mess meeting for audit, and will subsequently be laid before the Commanding Officer by the second-in-command.

Accumulation of funds.
Can. 933.

1110. No accumulation of funds should be allowed to remain in the hands of the treasurer; all sums collected should be placed in the bank and the accounts paid monthly by cheques countersigned by the second-in-command.

Entertainments.
Can. 934.

1111. No entertainment is to be given without the concurrence of two-thirds of a general meeting, and with the sanction of the Commanding Officer.

Discipline in mess.
Can. 935.

1112. The senior warrant officer or non-commissioned officer present in the mess is responsible for the maintenance of good order and for the observance of the rules of the mess.

Details rules.
Can. 936.

1113. Each mess may draw up rules on matters of detail, which must be submitted for the approval of the Commanding Officer.

1114. Garrison messes will be conducted in accordance with the foregoing principles so far as they are applicable. The senior warrant or non-commissioned officer present will preside at the mess meetings. Can. 937.

1115. The whole of the property of the mess will be insured against fire and shipwreck, the premiums being charged against the mess fund. insurance.
Can. 938.

1116. The undermentioned warrant officers and non-commissioned officers are not to act either as president of a sergeants' mess committee, or treasurer of a sergeants' mess:—Regimental sergeant-majors, bandmasters, regimental quartermaster-sergeants. President or treasurer.
Can. 939.

Soldiers' Messing and Cooking.

1117. It is the duty of the Commanding Officer to see that the soldier's meals are properly and sufficiently provided. The system laid down in the "Manual of Military Cooking" is to be adhered to as far as applicable. An evening meal is invariably to be furnished in addition to breakfast and dinner. Messing.
Manual of Military Cooking.
Can. 940.

1118. An orderly officer will inspect the kitchens and cooking apparatus daily, and will visit the mess rooms during breakfast, dinner and tea hours, to see that the meals are properly prepared, and that there is no cause for complaints. Arrangements are to be made by the Commanding Officer for the disposal of all refuse from the cooking. Inspection of kitchen and meals.
Can. 941.

1119. Rations of bread and meat will, as a rule, be inspected on the day previous to that of issue, except on Saturday, when the supplies for Sunday and Monday will be inspected. The hours of inspection will be fixed by the Commanding Officer. Copies of the conditions of contract will be procured by the C.O. and will be hung up in the stores for the guidance of inspecting officers. Inspection of bread and meat.
Can. 942.

1120. The duties of the sergeant-cook are detailed in the "Manual of Military Cooking." He will personally superintend all cooking done in regimental cook-houses, and see that it is performed in accordance with the instructions contained in the above manual. Duties of the sergeant-cook.
Can. 943.

One cook per company, &c., will be placed under his orders, and will not be changed save at long intervals, or for misconduct. In special circumstances the Commanding Officer may detail an assistant cook per company, &c., who should be changed weekly. Cooks.

8.—REGIMENTAL INSTITUTES AND CANTEENS.

PERMANENT FORCE.

1121. A regimental institute is established in a unit for the exclusive benefit and convenience of the troops, and with the following objects:—To supply them with good articles at reasonable prices without in any way interfering with their right to resort to any other available shops or markets, and to organize and maintain the means available for their recreation and amusement. Objects established.
Can. 944.

- Detachments.**
Can. 945. 1122. Detachments which have no separate canteen, grocery shop or coffee room, should be permitted to use those belonging to another corps.
- Rules issued separately.**
Can. 946. 1123. Particulars relating to the management of institutes, are contained in "Rules for the Management of Garrison and Regimental Institutes."
- Visiting by officers.**
Can. 947. 1124. All premises of the institute will be visited frequently by the Commanding Officer, occasionally by the medical officer doing duty with the unit, and daily by the captain or subaltern of the day.
- Committee of management.**
Can. 948. 1125. A committee of management of three officers will be appointed by the Commanding Officer, under whose orders they will act. The president should, if possible, be a field officer. A Commanding Officer may appoint himself president. No officer of the regimental staff should be a member, and not more than one member should be changed at a time.
- Hours for sale of liquor.**
Can. 949. 1126. Officers commanding will decide the hours during which the bar may be kept open, but in no case is it to be open during the hours of divine service on Sundays. Other branches of the institute will be kept open at such hours as the Commanding Officer may determine.
- Defaulters.**
Can. 950. 1127. Defaulters will be excluded from the canteen, except during one hour only in each day to be fixed by the Commanding Officer.
- Light duty men.**
Can. 951. 1128. Men attending hospital and doing light duty will be excluded from the canteen, unless the written permission of the medical officer has been given.
- Persons entitled to deal at the Institute.**
Can. 952. 1129. Officers and soldiers with their families and servants are the only persons permitted to purchase articles at any of the branches of the institute. No civilians are to be allowed to purchase articles at any of the establishments at any time, or to enter the bar during the hours prohibited by the existing Licensing Acts.
- Dealing prohibited.**
Can. 953.
Imp. 1180. 1130. All persons entitled to deal at these institutes are prohibited from purchasing, or being concerned in the purchase of, articles for the benefit of or on behalf of persons not so entitled. This is not, however, to debar a soldier from entertaining a civilian friend.
- Soldiers' friends admitted to coffee room.**
Can. 954. 1131. The Commanding Officer may permit soldiers to introduce male friends into the coffee room, on condition that they leave the barracks on the sounding of the first post of tattoo. The person who introduces a friend will be responsible for his good behaviour. The Commanding Officer may exclude any individual at any time.
- Dry Canteens.**
G.O. 43—
1915. 1131A. The establishment of dry canteens for each unit of the Canadian Expeditionary Force, and also for each unit of the Active Militia during the period of training is authorized.
2. These canteens to be organized, administered and carried on under the supervision and direction of the officer commanding the unit, or a committee appointed by him. They are to be inspected daily by an officer, and once a month by the Commanding Officer or other officer appointed by him, at which inspection the books, accounts and vouchers, and also an audited cash statement are to be submitted.

3. These canteens are to be maintained solely for the use and benefit of the unit and are not, on any account, to be sublet or handed over to any other person or persons. They are to be managed by a member of the unit, and no one else is to be employed in connection with the canteen unless he is an enlisted soldier of such unit. Any profits arising from these canteens are to be applied for the use and benefit of the non-commissioned officers and men of such unit.

4. Garrison, Regimental or Corps Regulations governing such canteens, and also the hours for opening and closing of the same will be published in regimental or corps orders for the information of all concerned.

5. The provisions of paras. 1127-1131, inclusive, will apply, as far as practicable, to all dry canteens established under this paragraph.

Active Militia.

1132. Nothing in these regulations or in the King's Regulations and Orders for the Army, so far as they relate to the establishment of canteens is to be understood as permitting the sale within the limits of camp grounds during the annual training of the Militia of Canada, of spirituous (to include wine) or malt liquors of any kind; their sale within such limits being strictly prohibited.

1133. Officers commanding camps of instruction of the Active Militia will be held responsible that the above order is carried out, and they, together with the officers commanding units of the Active Militia, will, in those districts where the law so directs, be liable to prosecution, in respect of any liquor sold in tents or other premises subject to their control, in addition to such penalty as may be inflicted for a breach of military discipline.

9.—REGIMENTAL WORKSHOPS—PERMANENT FORCE.

General Instructions.

1134. Whenever practicable, General and Commanding Employment Officers will establish garrison and regimental workshops, in which soldiers who have learned a trade before enlistment will be employed, and in which other soldiers, who are willing to learn, may be instructed in a trade during their leisure hours.

1135. The second in command will supervise the workshops, each of which, except the tailor's shop, will, when practicable, be in charge of an officer (not the quartermaster). The tailor's shop will be under the immediate supervision of the quartermaster.

Infantry Pioneers and Pioneer Workshops.

1136. The establishment of pioneers is laid down in the Pioneers, establishment lists. The sergeant should be, if possible, a carpenter, and hold a special certificate of qualification. A qualified man should always be available to fill any vacancy that

may occur in the appointment. The pioneer-sergeant will be selected mainly for his proficiency in his trade, but he ought also to be a man of good character.

Fatigue men.
Can. 960. 1137. Permanent fatigue men to assist the pioneer-sergeant will be detailed by the C.O. in accordance with the requirements of the station. They should be competent tradesmen, but must also perform such military duties as the C.O. may direct.

Qualifications for employment as artificer.
Can. 961. 1138. Except in the R.C.E. and C.O.C., a soldier will not be employed as an artificer, or as a paid workman, who has not been dismissed drill, who has not fired a recruit's and trained soldier's course of musketry, and who has not at least six months' service.

Repairs to barracks.
Can. 962. 1139. A C.O. will arrange with the O.C. R.C.E. and with the officer i/c barracks for repairs and alterations to barracks, furniture, or utensils being performed by the artificers of his unit.

Employment of pioneers.
Can. 963. 1140. The pioneers may be employed on work for the R.C.E. or C.O.C. (i.) by contract or agreement made with the pioneer-sergeant; (ii.) by piece-work; (iii.) by day-work or by the hour. When approved by the C.O., pioneers may be employed in the quartermaster's stores, or on other duty; but every facility should be afforded them for working at, or instructing others in, trades.

Classification of men by trades.
Can. 964. 1141. In addition to the pioneers, all N.C.Os. and men who have followed any trade before enlistment are to be tested and classified by the R.C.E. C.A.S.C. and C.O.C. respectively, according to the nature of the trade. A list of such men, no matter what their trades, with their respective classifications, will be kept in the orderly room. A C.O. will encourage soldiers who are artisans by employing them when practicable.

Private work for officers and others.
Can. 965. 1142. Under the sanction of the C.O., work may also be done for units, and private work (including the shoeing of horses) for officers or others, provided that all private work is executed within the camp or barracks.

Apportionment of money earned.
Can. 966. 1143. The apportionment of money earned by contract, and the payment of the tradesmen, will be carried out by the officer supervising the workshops.

Shoemakers' Shops.

Shoemakers.
Can. 967. 1144. Shoemakers' shops will be established where practicable, and, if convenient to local arrangements, four men per company, &c, will be instructed in the rudiments of shoemending so as to be able to carry out minor repairs when on service.

Tailors and Tailors' Shops.

Sergeant-tailors.
Can. 968. 1145. Sergeant-tailors are provided for in the official establishments for the Permanent Force, but acting sergeant-tailors may be appointed at regimental depots, under local arrangements made by the O.C. Such acting appointees, however, will remain upon the duty establishment of their depots as sergeants, corporals, or privates, or whatever their rank may be.

Sergeant-tailors will carry out such alterations to a soldier's clothing as may be directed by the C.O., for which purpose an allowance is given, and instructions are laid down in Clothing Regulations. They will be responsible that the measurements taken by them of soldiers for special sized clothing, are correct.

1146. A sergeant-tailor who appropriates to his personal use any materials saved in cutting garments, or who disposes of the same otherwise than by delivery to the quartermaster, is liable to be tried by court-martial. He will not sell to warrant officers, N.C.Os. or men, any articles of military clothing or necessities, or substitute articles made from private materials for these supplied from the Government stores. The only tailor's charges which will pass through the soldier's accounts are those for repairs to authorized articles of uniform. Articles supplied by the sergeant-tailor for cycling, &c., under the sanction of the C.O., will be paid for in cash.

1147. These instructions will be read to a sergeant-tailor on appointment, and he will sign a statement that he fully understands their effect. This document will be filed in the orderly room of the unit.

Farriers and Shoeing-Smiths.

1148. Farrier-sergeants will train men as shoeing-smiths.

1149. Young men, quick, handy, and of sufficient education and good character, should be selected with a view to qualifying for the appointments of shoeing-smith and farrier-sergeant. While under training as shoeing-smiths, soldiers will be exempted from all duties, except two mounted and one foot parade per month exclusive of church parade. Any man who does not make good progress should be sent back to the ranks. After one year's instruction the men should be returned to the ranks, until selected for appointment as shoeing-smiths, and other men placed under instruction.

1150. At convenient times whenever there are no men in the ranks qualified to fill an existing vacancy, a board will be convened by the C.O. to examine the men who have been under instruction as shoeing-smiths. The board will consist of one captain and one subaltern, with a field officer or senior captain as president. One of the members of the board will be a veterinary officer. The board will ascertain whether the men are thoroughly competent to shoe horses and to make shoes, and whether they have acquired such a knowledge as to render it likely that they could perform the duties of farrier-sergeant or shoeing-smith with efficiency. The fact of a man having qualified will be noted, and the number of men trained in each company, &c., in the course of the year will be shown in the annual return. A qualified man should be encouraged to keep up his knowledge.

Cold-Shoers.

1151. In addition to the men trained under para. 1149, there should always be in each battalion three men who have been trained as cold-shoers. One of these men will be instructed.

in transport and veterinary duties. The Officer Commanding or an officer nominated by him, will arrange for their instruction with a mounted unit of the Permanent Force in the command.

Wheelers and Smiths.

Trained artificers in garrison.
Can. 975.

1152. When a wheeler or smith of the R.C.G.A. can be spared from the regimental workshops, or other artillery services in connection with his trade, he will be employed under the orders of the Senior Ordnance Officer, who will make requisition for his services to the O.C. R.C.A.

A man belonging to a cavalry or infantry unit, who has been trained as a carriage-smith or wheeler at the Ordnance College, will be similarly employed in ordnance workshops, when possible. The O.C. a unit will inform the Senior Ordnance Officer when such a man is available for employment.

Further instructions for training, &c., artificers of the C.O.C. are detailed in the Standing Orders of that Corps.

10.—TRANSPORT, HORSES, VETERINARY DUTIES, SADDLERY AND FORAGE.

Regimental Transport.

Infantry regimental transport.
Can. 976.
Can. 977.

1153. The transport of camp equipment, light baggage and ammunition for each corps on the march should be carried out regimentally.

1154. Commanding officers may provide transport for camp equipment at the rate of one wagon, or double sleigh, for every twenty-six tents complete, also for officers' light baggage at the rate of one wagon or double sleigh for each regiment of eight companies; but they will be held responsible if they engage more transport than is absolutely necessary.

Infantry regimental transport.
Permanent force.
Can. 978.

1155. A C.O. will maintain the full complement of trained men for the regimental transport of the battalion, as given in War Establishments (Canada). The D.O.C. will arrange for their instruction with a unit of the R.C.A. or C.P.A.S.C. in the command (see Appendix XII.), and for their inspection by an officer at least once each year.

On receiving over any vehicle, equipment, or animal, a C.O. may claim the assistance of a C.P.A.S.C. officer in ascertaining its condition.

Remounts.

Purchase of horses and mules.
Can. 979.
A.O. 276—1913.

1156. An officer employed in the purchase of horses and mules will, as soon as possible, transmit to Militia Headquarters, in duplicate, a description of each animal passed into the service. An animal will not be purchased unless certified by a veterinary officer, as "sound and fit for service." Docked horses will not be accepted.

Description and numbering of horses.
Can. 980.

1157. "Description of Horses" (M.F.—C. 55) will be kept in all mounted corps and in battalions which have transport animals attached to them. A description is also kept at Militia Headquarters, and a number will be assigned to each animal.

The number thus assigned will be branded on the fore feet; the thousands on the off fore foot, the hundreds, tens, and units on the near fore foot. Thus, 1,001 will be represented by the figure 1 on the off fore foot and 001 on the near fore foot, whilst 3,666 will be represented by 3 on the off fore foot and 666 on the near fore foot.

Squadron, battery or troop numbers will be branded on the hind feet, thus:—R.C.D. on the off hind foot and A.1 on the

A

near hind foot; $\frac{\quad}{\text{R.C.H.A.}}$ on the off hind and 1 on the near

hind foot.

1158. Men sent to fetch remounts from depots will take Equipment of head collars and bridles, stripped saddles (if ordered), horse brushes and cleaning things only.

When remounts are received the C.O. will:—

- (i) Render an arrival report to the D.O.C., stating the number, whence received, date of joining, and casualties en route. Receipts of remounts.
Arrival report.
Imp. 1218.
- (ii) Place them in a stable apart from other horses until tested by mallein. Veterinary inspection.
- (iii) Inform the veterinary officer in charge of their arrival.
- (iv) All remounts, whether officers' horses or troop horses, on joining any of the mounted corps, will be inspected by the Veterinary Officer with a view to preventing the introduction of contagious diseases. G.O. 168—1912.

1159. A report will be at once forwarded to Militia Headquarters if any remount turns out to be a wind sucker or crib biter, or shows signs of any particular vice or disability which renders his return to the vendor desirable. Imp. 1228.
Can. 982.

1160. The C.O. will cause a veterinary history sheet (M.F.—B. 47) to be prepared for each remount received, and will pass it to the veterinary officer in charge, who will be responsible for its upkeep until the horse leaves the station or is otherwise disposed of. This sheet will always accompany the horse. Under no circumstances will these sheets be destroyed. Veterinary history sheet.
Can. 983.

1161. The age of a horse will be reckoned from the 1st of May in the year in which the horse was foaled. Can. 984.

1162. Foals of government mares are the property of the public. A birth will be immediately reported to the District Officer Commanding, when instructions will be given as to the disposal of the foal. Disposal of foals.
Can. 985.

Officers' Chargers.

1163. An officer supplied with chargers at the public expense will ride on parade either one of those horses or a horse certified (a) by a veterinary officer or civilian veterinary surgeon to be serviceably sound and fit for service, (b) by the C.O. as suitable for military duty, and approved by the D.O.C. Officers' chargers.
Can. 986.

Allotment to officers at manoeuvres.

An officer to whom a horse has been allotted at the public expense will be responsible that it is properly cared for, is not overworked, and is at all times ridden in a saddle which has been carefully fitted to the horse.

Care of Horses.

Duties of C.O.
Can. 987.

1164. The C.O. of a unit is responsible for the condition of his horses, their health, shoeing, general fitness for work on service and for the fitting of their saddlery. He will inspect all horses once a week, with stripped saddles, when their regimental numbers will be verified.

The veterinary officer doing duty with the unit will attend this inspection.

Further instructions will be found in the Manual of Animal Management and in the Regulations for Army Veterinary Services.

Casting Horses.

Authority for casting.
Can. 988-89.

1165. Authority for the casting of horses will be obtained from Militia Headquarters. Proposals will be accompanied by the Veterinary History Sheets of the animals concerned, showing thereon the reasons for recommending such action.

Each case proposed for casting or destruction for veterinary reasons will be inspected by the P.V.O. of the District, who will advise as to its disposal. Such cases as he recommends for destruction will be disposed of immediately, under the orders of the D.O.C., who will report the particulars to Militia Headquarters. (See also P. & A. Regulations).

Veterinary history sheet.
Can. 990.

1166. Reports and applications will be accompanied by the veterinary history sheets.

Transfer of horses.
Can. 991.

1167. Authority for the transfer of horses from one unit to another is to be obtained from Militia Headquarters. When transferred, a descriptive return M.F.—C. 55, and an abstract of veterinary history sheet, M.F.—B. 47, are to accompany them.

Disposal of Dead and Disabled Animals.

Destruction of horses, cases of emergency.
Can. 992.

1168. Animals certified by a veterinary officer to be incurably injured may be destroyed forthwith. If the veterinary officer considers further inquiry desirable, he will apply for a garrison board, one member of which will be a veterinary officer, to investigate the case. The proceedings will be forwarded to the D.O.C., who will retain them. The opinion of the board will be recorded on the veterinary history sheet. In other cases when destruction is considered necessary, the previous sanction of the D.O.C. or O.C. station will be obtained.

Report on sudden death of horses.
Can. 993.

1169. If a horse, or mule, dies suddenly, or within 24 hours of its having become ill the veterinary officer in charge will apply for a garrison board to investigate the circumstances, if he considers such investigation necessary. A veterinary officer will be a member of the board.

1170. All casualties amongst public chargers, whether they occur on or off duty, will be immediately reported to Militia Headquarters. Such report will state the name and corps of the officer in whose charge the animal was at the time of its death, and, if caused by an accident, the nature and circumstances of the same in detail.

G.O. 112—1912.

Infectious and Contagious Diseases.

1171. When a horse is suspected of being affected by a contagious or infectious disease, it will be immediately segregated, and a full report at once forwarded to Militia Headquarters; but it will not be destroyed until sanction has been obtained.

Prevention of disease.
Can. 994.

1172. Arrangements will be made at each station for the destruction of the carcasses, or for their burial outside the Militia Department boundary, or hirings. Carcasses will be covered with quicklime, and will not be buried within 200 yards of inhabited buildings, or any source of water supply.

Destruction of carcasses of horses.
Can. 995.

1173. An O.C. a corps or detachment will see that the instructions of veterinary officers with regard to disinfection, of stables, are carried into effect, whenever contagious disease makes its appearance. (See Regulations for Army Veterinary Services).

Disinfection of stables, &c.
Can. 996.

Forage.

1174. A C.O. will procure copies of the forage contract. All supply of forage offered by contractors will be inspected by a regimental officer not under the rank of captain.

Supply of forage by contract.
Can. 997.

1175. The C.O. will be responsible for the maintenance and quality of the reserved stock of forage.

Maintenance of reserve stock.
Can. 998.

1176. As a rule, forage will only be received and issued at prescribed hours, between 7 a.m. and 3 p.m. The daily supply of forage tendered for issue to units will be inspected, and a proportion weighed, by the captain of the day (or orderly officer) before its acceptance, and, if objected to, it must be forthwith replaced. Objections against forage already taken over will not be entertained, except in the case of unbroken bales of hay, which may be rotten inside. An inspecting officer will assign sufficient reasons on all occasions of rejection.

Inspection by the orderly officer.
Can. 999.

1177. A sentry over forage stores will not admit forage unless passed by an officer. The keys of regimental forage stores will be deposited at night with the nearest guard of the regiment, and the keys of garrison forage stores in the nearest guard-room.

Orders to sentries and keys of forage stores.
Can. 1000.

1178. All persons are forbidden to enter forage and straw stores, or yards, with matches in their possession, or to smoke in such places. A notice to this effect will be posted outside each forage store, and a similar order will be included in the orders of the sentry.

Precautions against fire.
Can. 1001.

Saddles and Saddlery.

1179. In a cavalry regiment, a squadron commander is responsible to the C.O. for the proper fitting of the saddlery. The saddlery, saddle-trees will be fitted without pannells or blankets, changing.

Fitting of saddlery.
Can. 1002.

- ing them from horse to horse as may be found necessary; alterations required can be made by the saddle-tree makers.
1180. The C.O. is responsible that all the saddle-trees of a cavalry regiment are stripped and fitted by squadron commanders at least once every three months, and he will make personal inspections whenever he considers it necessary.
1181. Stirrup-irons in the mounted services will be roughed as often as required, in the cavalry by the armourer-sergeant and in other mounted units by the regimental artificers.
1182. The C.O. is responsible that there are, in each cavalry regiment, in addition to the establishment, at least two saddlers and one saddle-tree-maker qualified and available to succeed to any vacancies.

11.—LEAVE OF ABSENCE AND FURLOUGHES.

General Instructions—Officers.

1183. Leave commences from the date on which an officer leaves his station.
- Abroad:—From the date on which he embarks.
1184. An officer will be present with his unit on the day on which his leave terminates. On rejoining, he will make himself acquainted with all orders issued during his absence.
1185. An officer who obtains leave, will give his address, and notify any change in it, to the adjutant of his unit, or staff officer to whom he should report. If he be awaiting absorption, he will notify similarly in writing to the Secretary, Militia Council.
1186. When an extension of leave is applied for, the period during which the applicant has been absent will be stated.
1187. An application for leave of a special nature will be submitted one month before such leave is required.
1188. An officer on leave in a foreign country, requiring sick leave or extension thereof, will forward with his application, a medical certificate, for which expense to the public will not be admitted.
1189. When an officer of the Permanent Force is promoted during leave, either in the same or into another unit, or is transferred or removed to, or exchanges into, another unit, his leave, other than sick leave, is thereupon cancelled, without further orders. Leave on medical certificate, or on the recommendation of a medical board, is not affected by such promotion or transfer.
1190. When an officer of the Permanent Force is reported absent without leave in the semi-monthly state, an explanation will be transmitted to Militia Headquarters.
1191. An officer on the strength of a unit will not apply direct to Militia Headquarters for leave or extension of leave.
1192. The grant of pay and staff pay during leave is subject to the conditions laid down in the Pay and Allowance Regulations.
1193. Except when prescribed by the Pay and Allowance Regulations, provision will be made without extra charge to the public, for the temporary performance of the duties of staff officers when on leave.

1194. An officer on the active list will not quit Canada without special permission. Leave to visit other countries will be obtained from Militia Headquarters, except that the Officers Commanding Military Districts, VI, X and XI, may grant such leave for a period not exceeding seven days. Other applications must be submitted in time to reach Militia Headquarters at least two weeks before the officer wishes his leave to commence. Leave will only be granted to visit countries where war is not imminent.
1195. An officer travelling abroad is forbidden to accompany, or take part in, any military expedition, nor will he, without the permission of the Minister, act as a press correspondent with any army in the field. If an officer contemplates spending more than a fortnight in a country where there is a British attaché, he will inform that officer of his address and movements.
1196. An officer will not send accounts of, or comments on, any manoeuvres he may witness abroad to anyone, except the Minister, unless he has obtained the permission of the Minister to do so.
- Every officer of the Canadian Forces who may be officially authorized to attend manoeuvres out of Canada, will render to Militia Headquarters a report on the manoeuvres witnessed by him.
- Permanent Staff and Permanent Force.
1197. A C.O. may grant to any officer under his command three days' leave of absence, but may not extend such leave without reference to higher authority.
1198. Leave of absence up to one month may be granted to officers of the Permanent Staff and Permanent Force by the D.O.C., but to officers of the Canadian Permanent Army Service Corps, Canadian Permanent Army Veterinary Corps and Canadian Ordnance Corps, leave will be granted only after the application has received the approval of the Quartermaster General. Leave of absence beyond one month can be granted only by the Minister on the recommendation of the Adjutant General.
- (a) Staff officers employed at Militia Headquarters may be granted leave of absence by the head of the branch to which they are attached. Such leave of absence is not, however, to exceed that authorized for officers of the Permanent Force.
- (b) Leave of absence up to one month, may be granted to Officers Commanding Military Districts by the Adjutant General. Applications for leave beyond one month will be submitted for approval of the Minister in Militia Council.
- Leave—Active Militia.
1199. Leave of absence to officers of the Active Militia may be granted as follows:—
Up to 3 months—By D.O.C.
Beyond 3 and up to 6 months—By the Adjutant General.
Beyond 6 months—By the Minister in Militia Council.

Exceptional circumstances. 1200. Leave of absence, except under special circumstances, will not be granted to officers of the Active Militia for periods longer than one year.
Can. 1043.

Leave to Commanding Officers. 1201. Before granting leave to Commanding Officers, D.Os.C. will ascertain that the second in command, or next senior officer to the Commanding Officer, is available to act during the proposed absence.
Can. 1044.

Leave from annual training. 1202. Leave which involves any absence from annual training and which is applied for before the commencement of such training, can only be granted by the D.O.C. or by higher authority, according to the period applied for.
Can. 1045.

Leave during annual training. 1203. When corps are assembled in camp for annual training, a Commanding Officer will not recommend leave of absence for any officer, except under very urgent circumstances. Such leave can only be approved by the Camp Commandant. No pay will be issued to officers for the period of such leave.
Can. 1046.

Sick Leave.

Sick leave. 1204. Sick leave for a period not exceeding six months may be granted to any officer on the recommendation of a medical board.
Can. 1022.

Can. 1028. 1205. The period necessary for the recovery of health will be stated in the proceedings of a medical board which recommends leave.

Report before expiration of sick leave. 1206. An officer on leave granted on the recommendation of a medical board, will report his state of health, in writing, to his C.O. ten days before the expiration of his leave, with a view to his being again examined as to his fitness to resume duty.
Can. 1024.

Medical report on termination of sick leave. 1207. An officer granted leave on the recommendation of a medical board, will be re-examined before starting to rejoin his unit, and will, therefore, report himself in writing to the nearest headquarters of a District, ten days before the expiration of the leave granted to him.
Can. 1025.

Furloughs and Passes—Permanent Force.

Furlough, an indulgence. 1208. Furlough is an indulgence granted at the discretion of the C.O., and a soldier must at all times be prepared to rejoin at the shortest notice.
Can. 1026.

Conditions. Permanent Force. 1209. Furloughs may be granted by Officers Commanding units of the Permanent Force, under the following conditions:—
Can. 1027.

(a) The number annually will not exceed 10 per cent. of the total strength of the corps concerned.

(b) They are not to be allowed to interfere with annual courses of musketry and training, annual camps or inspections.

(c) Applications for furlough to travel abroad will, up to fourteen days, be referred to the D.O.C. for approval. Such furloughs extending beyond fourteen days will be referred to Militia Headquarters.

(d) Furloughs limited to six weeks may be granted to warrant officers, N.C.O.s. and men when the journey involved extends beyond four hundred miles. Otherwise furloughs will not exceed twenty-one days.

(e) Excepting under exceptional circumstances, furlough beyond one month will not be approved, unless the applicant has more than three years' service with the Permanent Force.
G.O. 21—1914.

1210. Furlough may be granted to a soldier for the last two months prior to discharge. A man granted such furlough will be supplied with a temporary certificate of character, to facilitate the obtaining of employment.
Special furlough prior to discharge.
Can. 1028.

1211. A furlough will be made out on M.F.—B. 322, and stamped with the regimental office stamp. If the soldier has permission to wear plain clothes when on furlough it will be recorded on the form and initialled by the officer granting the concession.
Furlough form.
Can. 1029.

1212. A furlough is to be made so as to terminate at tattoo on the day or which it expires. If the soldier fails to rejoin he may be dealt with as an absentee. If, within five days, no satisfactory account of his absence is received, he will be reported as a deserter.
Overstaying furlough.
Can. 1030.

1213. Before any soldier can obtain a furlough, he will be dismissed his drills, and be out of debt.
Conditions.
Can. 1031.

1214. A soldier going on furlough will leave his address with his company, &c., commander, and communicate any subsequent change to him.
Addresses and reports of soldiers on furlough.
Can. 1032.

A soldier arriving in Canada from abroad will be instructed to report his arrival to the senior permanent officer at the port, immediately on landing, and subsequently any change that may take place in his address.

1215. A soldier proceeding on furlough to a foreign country will not take arms, accoutrements, or uniform.
Can. 1033.

1216. When a soldier is unable, from want of money, to rejoin his unit from furlough, he should be furnished by his C.O. with subsistence, all expenses being subsequently recovered from the man. (See para. 1300).
Soldiers unable to rejoin from want of money.
Can. 1034.

1217. On returning from furlough, a soldier will not be required to make good missed duties, nor, in the cavalry, pay for the charge of his horse during his absence.
Return from furlough.
Can. 1035.

1218. When a soldier on furlough is prevented from rejoining on the expiration of his furlough, by sickness, which must be duly certified (or by any other unavoidable casualty), he will report himself (i.) to the nearest staff officer, or (ii.) to the C.O. of any unit or detachment of the Permanent Force; or (iii.), if either of these officers is not within convenient distance, to a justice of the peace.
Extension of furlough on account of sickness or other casualty.
Can. 1036.

1219. These officers are authorized (if the circumstances are urgent) to extend the furlough for a period not exceeding one month. The period of extension will be inserted in words on the original furlough, and notification made to the man's C.O.
Can. 1037.

1220. A soldier of the Permanent Force who requires medical aid when on furlough should apply to the C.O. the nearest permanent force station, who in every case will communicate with the Assistant Director of Medical Services of the District in which the soldier is temporarily residing. The Assistant Director of Medical Services will, if necessary and practicable, cause the soldier to be removed to the nearest military hospital.
Medical attendance on furlough.
Imp. 1323.

Passes—Permanent Force.

- Passes.** 1221. Passes may be granted under the following regulations, due regard being paid to the age, length of service, conduct and military efficiency of the man.
- Can. 1038.** (i.) A permanent pass to enable a man who, in the opinion of the O.C. is deserving of the privilege, to remain out of quarters up to any satisfactory hour between tattoo and reveille.
- (ii.) A pass giving leave of absence to a man from any roll-call or duty.
- (iii.) A pass to enable a recruit or other individual man who is not allowed a permanent pass under sub-paragraph (i.), to have such leave on special occasions.
- (iv.) A pass for leave outside the station.
- Granting passes.** 1222. A permanent pass will be signed by the Commanding Officer. Every other pass will be granted and signed by the officer commanding a company, &c. Every pass will be stamped with the regimental office stamp before being issued.
- Can. 1039.** 1223. A non-commissioned officer not below the rank of sergeant, may remain out of barracks until midnight without special permission. Any further leave, within the station, may be granted to such N.C.O. by the C.O. without issuing a pass.
- Passes for N.C.Os.** 1224. A pass will not be granted for more than 6 days; for longer periods a furlough is necessary.
- Can. 1040.**
- Time limits.** 1225. Officers Commanding Districts may grant leave of absence from training to men of good character, on the recommendation of the Commanding Officer when, in their opinion, the circumstances warrant the application. Men whose terms of service expire during the annual training may be excused from attending the training if they so desire. Discharge certificates will then be granted to them.
- Can. 1041.**
- Leave of absence to men of good character.** 1226. When corps are assembled for annual drill, passes involving any less of training will not be granted to non-commissioned officers or men except under very urgent circumstances, the nature of which must be satisfactorily accounted for at the annual inspection. No pay will be issued to individuals for the period of such absence.
- Can. 1047.**
- Passes from annual training.** 1227. Non-commissioned officers and men absent without leave, when undergoing training in a camp of instruction, may be dealt with under the Army Act, or, if more convenient, under the Militia Act.
- Can. 1048.**
- Absence without leave from annual training.** 1228. Non-commissioned officers and men refusing or neglecting to attend a camp of instruction, when lawfully notified to do so, will be dealt with under the Militia Act.
- Can. 1049.**
- Refusing to attend camp of instruction.** 1229. No prosecution or action will be instituted against any non-commissioned officer or man without the approval of the officer commanding the unit being previously obtained.
- Can. 1050.**
- Approval of O.C. before prosecution or action.**
- Can. 1051.**
- Attached officers and N.C.Os.** 1230. Commanding Officers may, in cases of necessity, grant permission to attached officers, non-commissioned officers and buglers, whose regimental debts have been paid, to leave the
- Can. 1052.**

Leave, &c.—Schools of Instruction.

school before the termination of their course, but in such cases no return transport will be issued.

1231. Temporary leave of absence may be granted by the Temporary Commanding Officer to any attached officer. Permission to re-leave, join at a subsequent date will, however, be conditional upon there being a vacancy.

Can. 1053.

12.—DIVINE SERVICE AND CHAPLAINS.

General Instructions.

1232. When the Militia is on service or at annual training, Divine service. Commanding Officers will arrange for divine service. Militia units attending such services will wear side-arms but will not carry rifles. In no case will swords or bayonets be drawn on such occasions. Care should be taken that troops are not brought together in numbers greater than the voice will reach.
- Can. 1054.**
1233. Every soldier, when not prevented by military duty, Soldiers to attend divine service. will attend divine service, but a soldier will not be obliged to attend the service of any religious body other than his own.
- Can. 1055.**
1234. Soldiers will be marched to and from their places of worship, and the officer, or N.C.O. in charge, will remain with them throughout the service.
- Can. 1056.**
1235. The duty of playing troops to church will not interfere with the attendance of a bandsman, drummer, bugler, or piper at the regular service of his own denomination.
- Can. 1057.**

Chaplains.

1236. Chaplains will be treated with the respect due to their rank and profession, and a C.O. will render them every assistance in carrying out their duties.
- Can. 1058.**
1237. The senior chaplain of each denomination will arrange Senior and the work of the chaplains of his own denomination, and report any neglect or disobedience of orders to Militia Headquarters, through the D.O.C. Every chaplain has the right of direct communication on ecclesiastical matters with the recognized head of his denomination.
- Can. 1059.**
- Imp. 1821.**

Civilian Clergymen.

1238. A C.O. will furnish to officiating clergymen, on their application, weekly certificates, showing the number of officers and men of the denominations referred to borne in the strength of the garrison, and the numbers who actually attended separate services during the period.
- Can. 1060.**
1239. The duties to be performed by an officiating clergyman in receipt of capitulation pay include the Sunday services, baptisms, churchings, funerals, attending the sick in hospital and reading prayers with the convalescents, visiting men in detention barracks at least once a week, and giving special religious instruction to the children and enlisted boys of his own particular denomination during one or two hours in every week, besides attending generally to the religious instruction and welfare of the officers and soldiers and of their families. Fees will not be demanded for the performance of any of these duties.
- Duties of officiating clergymen.**
- an. 1061.**

13.—MISCELLANEOUS.

Soldier-Servants and Orderlies.

Regulations as to employment. Can. 1062.

1240. The employment of soldiers (when available) as officers' servants and grooms is sanctioned, as an indulgence. The number employed is not to exceed the following scale:—

	Number allowed	Units from which detailed
District Officers Commanding, Staff Officers and other officers drawing consolidated rates of pay, who are required to be mounted....	1	From a unit in the command or at the station where the officer is serving.
GO. 80—1110. All staff officers who do not draw consolidated rates of pay	Mounted 1 Dismounted 1	do.
GO. 105—1813. Regimental Officers	Mounted 1 Dismounted 1	From the unit to which the officer belongs.
R.C.E. C.P.A.R.C. P.A.M.C. C.P.A.V.C. C.O.C. C.A.P.C.	Mounted 1 Dismounted 1	From the corps to which the officer belongs, if a man can be spared, but such men will not be allowed to draw Engineer or Corps Pay.

The conditions under which allowances in lieu of soldier servants may be drawn are laid down in the Pay and Allowance Regulations.

Selection of servants and liability for duties. Can. 1063.

1241. Soldier-Servants will be selected from those who have done duty in the ranks of dismounted corps for one year, and of mounted corps for eighteen months. They will be completely clothed, armed, and equipped; they will mount and perform their share of duty on any guard, or other service, on which the officer to whom they are attached is employed; and, when not required to take charge of spare horses, they will be in the ranks at all reviews, inspections, and field days. They will go through the annual course of musketry, and are liable to such training as the C.O. may judge necessary. In the cavalry, when the duty men are getting less than four nights in bed, one soldier-servant only for each officer may be exempted from guard duty and mounted parades.

Servants transferring with officers. Can. 1064.

1242. When an officer is removed from one unit to another, his servant will not accompany him, but an officer transferred from one unit of his regiment to another, may be accompanied by his soldier-servant.

Officers of the Permanent Force temporarily attached for instruction to schools of arms other than their own, will not be permitted to take their soldier-servants with them.

When attached to R.M.C. G.O. 1—1812.

1243. An officer whilst attached to the Royal Military College of Canada for a course of instruction, may be accompanied by his soldier-servant, provided the O.C. his regiment or corps concurs and that no expense to the public is thereby incurred. Transport requisitions are not to be issued, even on repayment.

1244. A C.O. may authorize one soldier-servant to attend an Officers on regimental officer proceeding on leave of absence not exceed leave. Can. 1065. ing his usual annual leave, but he will not authorize him to leave Canada without the sanction required for furlough. A soldier so employed will be shown in the returns, as "servant to officer absent," and not as "on furlough."

1245. The payment by officers to soldiers employed as their servants, &c., is:— Payment of servants, &c. Can. 1066.

Servants—Married officers\$5.00 per month.
" " Unmarried "\$3.00 "
Grooms—In charge of two horses.....\$5.00 per month.
" " " " one horse.....\$3.00 "

Warrant officers, squadron or battery-sergeant-majors, quartermaster sergeants, sergeants, and farriers of the mounted services will pay soldiers employed in looking after their horses and appointments fifty cents per week. Trumpeters and rump and file who, in particular circumstances, require to have their horses and appointments looked after, will pay thirty-five cents per week. Staff-sergeants who do not attend mounted parades will not be liable to this charge except when circumstances require them to ride, in which case they will pay ten cents per day to the soldier who looks after their horses and appointments.

1246. The number of soldiers employed as orderlies will be the lowest possible. Whenever possible, orderly duties will be carried out by cyclists; if cyclists are not available, mounted or dismounted orderlies may be employed. The precise time at which a despatch is sent off will be clearly written on the cover. The receipt will be acknowledged in writing, the precise hour of delivery being specified. Employment of orderlies. Can. 1067.

Officers' and Soldiers' Letters.

1247. Letters officially addressed to and received from Militia Headquarters, Ottawa, will be free from any charge of postage. Letters to Militia Headquarters. Can. 1068.

Letters personally addressed to individuals at Militia Headquarters must be prepared by the sender.

1248. The address on a letter to a soldier should specify his regimental number, rank and corps or detachment. Addressing soldiers' letters. Can. 1069.

1249. A post office letter carrier is not to be detained or required to distribute letters in barracks, but a N.C.O. is to be detailed to receive and distribute them, and to pay any charges for postage. Distribution of mail in barracks. Can. 1070.

1250. At a station where the barracks are beyond the limits of the free delivery, the letters are to be called for at the post office by an orderly N.C.O. who will be provided with funds to pay any charges for postage. O.O. Orderly. Can. 1071.

Encampments.

1251. Instructions as to bivouacs, billets and camps are contained in the Field Service Regulations, Part I, and in "Memorandum for Camps of Instruction," issued from time to time. Encampments and bivouacs. Can. 1072.

Trials of Inventions.

- Inventions.
Can. 1078. 1252. All inventions suggesting new patterns of military stores, or alterations to them, are in the first instance to be referred to Militia Headquarters. In no case will District Officers Commanding authorize the trial of any invention without first obtaining the sanction of Minister in Militia Council.
1253.
1254.
1255.
1256.
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SECTION XI.—MOVEMENT OF TROOPS, HORSES, BAGGAGE AND STORES.

FY LAND.

General Instructions.

1257. In the absence of special instructions, individual officers, warrant officers and civilian subordinates are not to proceed on journeys before authority has been obtained. In cases of extreme urgency, however, the journey may be undertaken, but application should be made for covering approval, stating clearly all the circumstances. Authority required. Can. 1074.

1258. Movements of troops, individual soldiers and horses, are executed under the authority of routes, and, as a rule, no soldier or horse is to be moved before the requisite route has been obtained. Routes are not required for the journeys of officers, nurses or warrant officers, or of soldiers' families travelling without troops. Routes generally necessary. Imp. 1988.

1259. Special trains for which the railway company will charge a higher rate for transport than by ordinary trains, must not be applied for without authority from Militia Headquarters. Can. 1075.

1260. An armed party consisting of 20 men or more is not to proceed on any duty unaccompanied by an officer. An unarmed party of 20 men or more, moving by rail, will also be accompanied by an officer. A mounted detachment of 50 men or upwards, proceeding by march route, is to be attended by a carrier or qualified shoeing smith. Command of armed parties. A.O. 289—1918. Can. 1076.

1261. As a rule, it is only necessary for a medical officer to accompany a unit or detachment of 200 or upwards when proceeding by march route. Medical officers, when necessary. Can. 1077.

1262. C.Os. will ensure that soldiers, detached on any service, are provided with money to pay charges for billets or subsistence (including food on rail or sea journeys) for themselves or for any soldier in arrest under their escort. N.C.Os. in charge, as well as soldiers travelling singly, will be held responsible for payment of all debts incurred on the journey. If, through lack of money or any other cause, accommodation is not paid for, the fact should be reported immediately on return to the station, and the matter promptly settled. Detached parties to be provided with money. Can. 1078.

1263. When a party is proceeding on duty, or on furlough, the officer in command will send notice beforehand to the railway company if the party exceeds 20. Notice to railway companies. Can. 1079.

If the number of men to move exceeds 50 by rail, or whenever horses are being moved, the notice will be accompanied by a statement showing the number of officers, men, families, horses, guns, &c., to proceed.

1264. Marching out and in states, on M.F.—B. 115, will be furnished by the C.Os. of units and detachments to the O.C. at both the old and new stations. Can. 1079A.

1265. When any rural corps has received orders to move by rail, the officer commanding should be careful to ascertain that the station master concerned fully understands the day, hour and train on which the corps is to entrain. Can. 1080.

Railway regulations to be complied with.
Can. 1081.
1266. Officers in command of troops moving by railway are responsible that the regulations of the railway companies are complied with by the troops. They are not to interfere with the prescribed running of the trains or the general working of the railway service.

Preliminary arrangements.
Can. 1082.
1267. When the number of troops to proceed is considerable, an advance party should be sent to the railway station to allot the cars and make detailed arrangements.

The approach of troops to the station should be reported to the superintending staff officer, or, in his absence, to the railway authorities, in order that the route to be used within the station, and the halting place previous to entrainment, may be pointed out. The officer in command will, on arrival at the station, arrange the troops for entrainment, and tell off parties for restraining horses, guns, &c., if not already done.

Regulations while in transit.
Can. 1083.
1268. The Commanding Officer is to see that the cars are provided with an ample supply of drinking water, and proper light, and that no spirituous liquor is in possession of the men. The men should also be warned that any damage to a car, committed by them while traveling therein, will be assessed and charged against their pay.

Men to be told off.
Can. 1083A.
1269. Previous to entrainment, men, with their valises, kit-bags, &c., will be told off according to the capacity of the cars provided, which should be numbered and lettered to facilitate the entrainment of squadrons, companies or sections.

Storage of kits, etc.
1270. Each man will stow away his cloak, kit-bag, &c. Arms will either be retained by the men, or placed in the racks.

Entraining.
Can. 1084.
1270. The entrainment will take place by word of command. It should be complete five minutes before the time of departure.

Leaving carriages.
Can. 1085.
1271. No man is to leave a carriage without permission, except when ordered by his officers, or requested by the railway officials to do so.

Departure.
Can. 1086.
1272. When the train is ready to proceed "Fall in" will be sounded. Silence must be maintained until the train moves off.

Report of departure.
Can. 1087.
1273. Departure of trains should be telegraphed by the officer superintending the entrainment to the place where the troops are to halt for refreshment, and also, to the place of final destination.

Orderly behaviour.
Can. 1088.
1274. The officers should constantly go among the men during a railway journey, to see to their wants, and to enforce orderly behaviour. During night journeys, at least one officer per company, &c., should always be up in addition to the officer detailed for duty, and should visit the men frequently.

Seating, etc.
Can. 1089.
1275. The men are to be regularly seated in the cars according to the directions of the Commanding Officer, and a guard is to be mounted. The men must not be allowed to enter or remain in the cars with bayonets fixed.

Kits.
Can. 1090.
1276. On arrival at the place appointed for the train to halt, the officers will get out and go to the carriages of which they are in charge. The "Dismiss" will then be sounded, and men may get out of the train, leaving their arms in the carriages.

Refreshments en route.
Can. 1091.
1277. When it is necessary that the troops should be fed or horses watered en route previous preparations should be made. An officer, with one or more N.C.Os., being, if necessary, sent forward to make arrangements.

1278. An officer i/c a party proceeding long distances by rail will be responsible for the provision of refreshments for his men on the journey.
Can. 1092.

1279. When it is time to proceed the "Fall in" will sound. Re-entering Men will return to their carriage, and the officers will see that they are all present, and report to the C.O.. Lastly, the officers will get in, and the C.O. will then give instructions that the train may proceed.
Imp. 1453.
Can. 1093.

1280. In case of accident to the train the officers will proceed at once to the carriages of which they are in charge, and the men will retain their seats until ordered to descend. Directions given by railway officials must be promptly executed.
Can. 1094.

1281. In detrainments the O.C. the troops must ensure the speedy evacuation of the railway station.
Detrainments.
Can. 1095.

Transport Requisitions.

1282. Transport requisitions will be issued for all military passengers travelling on duty. Military passengers arriving at a military station in Canada from abroad without the necessary form of transport requisition will obtain one, if possible, from the nearest District Headquarters.
Transport Requisitions.
Can. 1096.

Militia Book 32 will be used by officers issuing requisitions for passengers and sleeping berths only.

Militia Book 32 should be kept under lock and key. The issuing officer will be responsible for any improper use of the forms; on being relieved he will hand over the book to his successor, obtaining a receipt.

1283. The officer who issues the requisition for transport is to select the least expensive, if equally expeditious, route when these details are left to his discretion.
Least expensive route.
Can. 1097.

1284. When a transport requisition—M.F. 32—is exchanged for a ticket or berth, by public conveyance, the cost of the journey is to be obtained from the agent of the railway or steamship line, at point of departure, and filled in on the corresponding counterfoil, for the information of the issuing officer.
Can. 1097A.

1285. If the journey to be made is over more than one rail way or steamship line, if possible, the requisition should be issued to cover the journey through to destination. The agent of the railway or steamship line, at point of departure, will issue the ticket over the connecting lines, and the claim for transport over these lines will be adjusted by his company, without further reference to the Department.
Separate requisitions.
Can. 1098.

1286. In all cases, whether for passengers or stores, i.e., when either Book 32 or 43 is used, the nature of the service to be performed must be clearly stated on the face of the requisition, giving as many particulars as the space will permit.
Nature of service to be stated.
Can. 1099.

1287. No requisition is to be granted to any individual for the conveyance of himself, except when actually and bona fide proceeding on military duty, and then only upon the order being produced to show that he is entitled to conveyance at the public expense, either for himself or for what he may require to take with him. Officers proceeding on or returning from leave of absence, are not entitled to requisitions for conveyance at the public expense. The following words are to be printed or written, in red ink, across the face of all requisitions for
Issued for military duty only.
Can. 1100.

railway passenger transport, viz.: "This requisition must be exchanged for a regular ticket at the railway station prior to entering the car, as it will not be accepted by conductors for passage on train." The issuing officer is to instruct the person to whom any such requisition may be given, that it is to be presented to the railway station agent at the point of departure, to be exchanged for a regular passenger ticket.

Manner of making out requisition.
Can. 1101.

1288. For transport of officers, men, horses, stores, &c., by rail, the requisition is to be made out for the number of officers, men, horses, weight of stores to be forwarded, &c., and not for a special number of cars. The railway company must see that enough suitable cars for the service are provided, having water and all necessary conveniences for the personal baggage, &c., which is to be carried free of charge.

Second class.
Can. 1102.

1289. When requisitions are issued for the transport of non-commissioned officers below the rank of sergeant and men—the officer issuing the requisition should state on the face thereof that the passages are for "second class," which class only is to be charged for.

Transport in emergency.
Can. 1103.

1290. In times of emergency when immediate transport is required for the militia on active service, and the necessary requisition cannot be obtained in time from the Headquarters of the District, the officer commanding the corps may make the usual requisition, specifying date, designation of corps, name of place from and to which transport is required, and the number of officers and men, or description of stores, to be carried. Such C.O. must, at the same time, attach to the requisition a copy of the order upon which his corps is required to move.

Applications for transport.
Can. 1104.

1291. Except in time of emergency all applications for transport at the public expense are to be made to the Headquarters of the District in which such transport is required.

Accounts in duplicate.
Can. 1105.

1292. Every account for transport rendered to the Department must be in duplicate, and be accompanied by the original requisition upon which the transport was issued.

Issuing officers.
Can. 1105.

1293. District Officers Commanding, Assistant Directors of Supplies and Transport, and the Commandants of Royal Schools of Instruction, are authorized to issue requisitions for transport.

Return tickets.
Can. 1106.

1294. When officers are proceeding on public service by any railway which issues tickets for a double journey at reduced rates, and the purpose is to return by the same railway, the requisitions for transport are in all cases to be given to cover the double journey.

Appointment to Permanent Force.
Can. 1107.

1295. Regulations for transport of officers appointed to the Permanent Force, and officers and others proceeding to schools of instruction, are laid down in the Pay and Allowance Regulations.

Servants.
Can. 1108.

1296. Transport for a servant under the Pay and Allowance Regulations is not to be granted in the case of an officer who is carrying out inspection of stores or equipment, but solely when an officer, having necessarily to be in uniform for inspection of corps or other similar duties, actually requires the services of a personal servant to attend to his uniform, &c., which the ordinary service at a hotel does not provide. The officer issuing the transport requisition is responsible as to the necessity for the employment of a servant in each case.

1297. Officers authorized to take a horse when proceeding on Officers' duty, will be allowed transport for a groom, but the authority for taking a horse must first be obtained from Militia Headquarters.
Can. 1109.

1298. A duly authorized cadet instructor, when permitted Cadet to attend any school of instruction for the purpose of obtaining a certificate, will be entitled to the same transport and allowances as are given to militia officers for the like purpose.
Can. 1110.

1299. Men discharged on purchase, those attested at the place where their corps is stationed at the time of their discharge, and those discharged for misconduct or as "very bad" characters or on release from civil prison, will not receive transport to any other station.
Can. 1111.

1300. In exceptional cases transport may be issued on repayment to a man returning from furlough. "Returning from furlough in uniform" will be written on the face of the requisition in red ink, also the man's number, name, and company, &c. In order that the cost may be recovered from the man's pay, the officer issuing the requisition will inform the accountant in whose pay the man is, giving the number of the requisition.
Can. 1111A.

1301. A requisition for women and children not on the married establishment may also be issued when the move is consequent upon a change of station. Such requisition will be charged at military rates and need not be endorsed "on repayment," but will bear the following endorsement in red ink:—"Families not on the married establishment."
Can. 1111A.

Marches, &c.

1302. Officers and warrant officers proceeding without troops for temporary duty to a military station will, on arrival, if practicable, be attached to troops and provided with quarters. N.C.O.s. and men on arrival at a military station or temporary duty will be attached to the troops for quarters and rations.
Can. 1112.

1303. When a medical officer is temporarily attached to a medical mounted unit for duty on the line of march, the C.O. is to provide him with a horse.
Can. 1113.

1304. When the distance is too great for a single march and a series of marches is not desirable, dismounted troops will be moved by the cheapest railway route. Conveyance by water route between one part of Canada and another should, as a rule, be adopted only when obviously more convenient than rail or march.
Can. 1114.

1305. The exemption of troops, under Section 143 of the Army Act, from the payment of tolls applies only to tolls established by Act of Parliament, and does not exempt troops from tolls charged by private owners for permission to pass over their bridges or lands. Tolls authorized by Parliament can be ascertained by referring to the notice at the gate.
Can. 1115.

1306. When troops are billeted, the officer who draws the billets is to arrange that the men of each section or company, &c., are kept together, and that their officers are quartered as near to them as possible. A point of assembly for each unit will be selected and made known to the troops daily before
Can. 1116.

ther break off. The billeting parties, which proceed in advance of the unit on the march, should not be billeted with the main body on the last night of the march, but should, after drawing billets for the unit for that night, go on to their destination.

Movement of Horses by Rail.

Rural corps. 1307. Commanding officers of rural corps will notify the D.O. C. as to the station at which their mounted officers can most easily concentrate their horses so as to entrain together at that station and save delay. **Cin. 1117.**

Requisition in advance. 1308. When squadrons of cavalry, batteries of field artillery and engineer units are ordered to proceed from one station to another, the Commanding Officer should make requisition, in advance, for the issue of nose-bags from store, for use in feeding the horses en route. **Cin. 1118.**

Stock cars. 1309. When mounted units, or detachments of mounted units, are moved in trains, troop horses will be conveyed in stock cars. **Cin. 1119.**

Trained horses. 1310. When trained horses are moved, the following conducting parties are to be detailed:— **Cin. 1119A.**

(i.) When any portion of the move is by water—a corporal, or private, for every eight horses, with one N.C.O. in charge of the party.

(ii.) When by rail only, if more than one car load is moved—a corporal, or private, for every car load, with one N.C.O. in charge of the party.

Movement of sick horses. 1311. If it is necessary to move sick or lame horses by rail, when the corps to which they belong is proceeding by road, the application is to be accompanied by a certificate from the veterinary officer specifying the reason of such horses being unfit to proceed by road. **Cin. 1120.**

Inspection of cars etc. 1312. The floors of cars for horses should be at least 1½ inches thick and should be carefully inspected for soundness. Fastenings of cars should be examined by a railway official after the cars are loaded. **Cin. 1121.**

Entrainment of horses, &c. 1313. The entrainment of horses, guns, and vehicles will, if possible, be conducted simultaneously, and should be completed before that of the men has commenced. **Cin. 1122.**

The more tightly horses are packed the more safely will they travel.

Saddlery when removed. 1314. Horses should usually be entrained with saddlery and harness on, except when the journey will exceed six hours, in which case harness and saddlery will be removed at the station of departure and loaded separately. **Cin. 1123.**

Frightened horses. 1315. As horses are often frightened by passing trains, the entrainment should, if possible, be so arranged that the horses' heads face away from the other lines of rail. **Cin. 1124.**

Horses' heads will, as a rule, be left free.

Feeding horses en route. 1316. When it is intended to water and feed horses during a halt "water" followed by "feed" will be sounded, and the men will proceed to water their horses. **Cin. 1125.**

After being watered the horses will be fed from nosebags. No hay or straw is to be left among the horses, and any forage conveyed should be in closed cars.

1317. Working parties for the laying of temporary ramps will be ordered to alight, and commence work. The officers will proceed to the carriage of which they are in charge, and point out where the men are to form up. The men will then get out, taking their arms, kits, &c., which will be deposited in some convenient place, and will then fall in opposite the trucks containing their horses. **Working parties and entrainment of men. Cin. 1126.**

1318. As they are detrained, riding horses will be led to the place of assembly, and draught horses to their own wagons. **Detrainment of horses. Cin. 1127.**

Baggage.

1319. Baggage will, as a rule, be entrained prior to the arrival of the troops. **Entrainment. Cin. 1128.**

1320. When troops require bedding in connection with movements a part-worn blanket or rug may be carried for each soldier, and for each member of the family of a soldier on the married roll. The articles will be drawn from the barrack stores at the station from which the troops proceed, and on arrival at the destination will be handed over to the officer i/c barracks or C.O.C. officer there. The officer or N.C.O. i/c the party will be responsible for the safe return of the blankets. **Issue of blankets or rugs. Cin. 1129.**

1321. O.C. units will indent on the A.S.C. officer i/c transport for conveyance of regimental baggage, including excess baggage. **More of baggage. Cin. 1130.**

1322. Regimental baggage of troops moving by rail will be sent by rail at the statutory rate. In other cases the route by which baggage is to be moved and the terms of conveyance are arranged by the A.S.C. The O.C. the unit having been informed thereof will make all other arrangements for the move of baggage. **Terms of conveyance. Cin. 1131.**

1323. When baggage arrives at, or is despatched from, a railway station, fatigue parties from the unit, or, on the application of the C.O., from the garrison, will be provided to assist the railway officials in loading or unloading it. Drivers are to have nothing to do with loading and unloading wagons; the labour required is to be furnished by the troops. The method of packing and the size and weight of the articles to be carried on each wagon and pack animal will be decided by the officer i/c transport; and the loading will be performed under his technical supervision. **Method of packing. Imp. 1465. Cin. 1132.**

1324. Individual officers and warrant officers moving with out troops will arrange for conveyance of their own baggage. **Individual officers. Cin. 1133.**

Entrainment of Guns and Vehicles.

1325. The heaviest weights are to be placed nearest to the ends of the cars. Vehicles with limbers are to be unlimbered and placed with the trail, perch, pole or shafts resting on the floor, and pointing inwards. Wheels should be well secured with ropes or scotches. **Method of loading cars. Cin. 1134.**

1326. Cars may be loaded to the weight they are calculated to bear. **Loading of cars. Cin. 1135.**

Loading of
guns etc.
Can. 1186.

1327. Guns and wagons, when equipped for the march, are loaded in that state and, when accompanying troops, the unoccupied space of the floor under and around them may be used for their gear, for emergency ramps for detrainment (when carried), and for the kits of men in charge of the car.

Loading of
wagons.
Can. 1187.

1328. Wagons, or their parts, must be packed compactly, on the car, but not so as to prevent the wagons being quickly unloaded from either side of the truck.

In entraining vehicles, end-loading should be used where facilities exist, and the vehicles can be run on in a few minutes.

Detrainment
of guns and
vehicles.
Can. 1188.

1329. The detrainment of guns and vehicles will be carried out by parties told off for the purpose. If it cannot be done simultaneously with that of the horses the latter will, as a rule, be first detrained. Each carriage should be drawn off to the place of assembly as soon as horses, so as to clear the ground.

Camp Equipment.

Transport of
baggage, etc.
Can. 1189.

1330. The transport of camp equipment, light baggage and ammunition for each corps on the march should be carried out regimentally.

Number of
wagons.
Can. 1140.

1331. Commanding officers may provide transport for camp equipment (when furnished) at the rate of one wagon, or double sleigh, for every twenty-six tents complete, also for officers' light baggage at the rate of one wagon, or double sleigh, for each regiment of eight companies; but they will be held pecuniarily responsible if they engage more transport than is absolutely necessary.

Transport of
baggage at
camps of
instruction.
Can. 1141.

1332. For transport of baggage at camp an allowance may be drawn as laid down in the P. & A. Regulations, unless wagons are supplied by the A.S.C.

Corps receiving marching allowance will not be entitled to the above-mentioned allowance.

Weight of
baggage.
Can. 1142.

1333. Officers travelling on the public service, when not required to take heavier baggage, will only be allowed conveyance for 150 pounds, which quantity is carried free of charge by railway and other public transport companies.

Transport in Emergency.

Emergency
conveyance of
baggage.
Can. 1149.

1334. In case of emergency, when it is necessary to provide proper and speedy means for the conveyance by railway or by water, of militia on active service, and also for the ammunition, stores, provisions and baggage, the justice of the peace of and in the locality where such militia are either on a march or in cantonment, upon receiving a requisition in writing from the officer commanding such militia for such railway cars and engines, boats or other craft, as are requisite for the conveyance of the said troops or militia and their ammunition, stores, provisions and baggage, shall issue his warrant to such person or persons as are possessed of such railway cars and engines, boats or other craft within his jurisdiction, requiring him or them to furnish the same for that service at and after the rate of payment to be allowed by the said justice and not exceeding the usual rate of hire for such railway cars and engines

boats or other craft, and, if any such person refuses or neglects, after receiving such warrant, to furnish such railway cars or engines, boats or other craft, for that service, such railway cars or engines, boats or other craft may be impressed and taken for such service; but nothing herein shall impair the effect of any act obliging any railway company to convey such militia, and other articles aforesaid, in any manner or on any terms and conditions therein mentioned or to release any such company from any obligation or penalty thereby imposed.

1335. When troops on active service are on the march, or stationed in any part of the Dominion of Canada, any justice of the peace upon receiving a requisition in writing from the officer commanding for so many wagons or sleighs, as may be requisite and necessary for the services of said troops, shall issue his warrant to such person or persons as are possessed of wagons, sleighs, horses or oxen, within his jurisdiction, requiring him or them to furnish the same for such service, and if any person, after receiving such warrant, refuses to furnish the same, they may be impressed and taken for such service; but no such wagon, sleigh, horse or ox, so impressed or taken shall be compelled to proceed more than thirty miles, unless in cases where other wagons, sleighs, horses or oxen cannot immediately be had to replace them; and such wagons, sleighs, horses or oxen shall be paid for at the authorized rate of hire, \$1 for each animal, and 50 cents for each wagon, cart or sleigh.

1336. The impressment of wagons, carts or sleighs for the conveyance of baggage will only be resorted to:—

(a) In case of emergency, when delay would be caused by hiring.

(b) When transport cannot be hired.

(c) When the charges made for hired transport are excessive.

1337. To provide for military transport in connection with the several units of the militia on mobilization, for the conveyance of ammunition, baggage, blankets, camp equipment and rations, the following regulations will be carried out by the District Officers Commanding.

1338. As the horses, wagons or carts and harness necessary for regimental transport are not permanently maintained, the number required must be obtained by voluntary enrolment from the resources of the country on the following conditions:—

(a) The sum of one dollar per diem to be paid for each horse for such days as the horse may be required and used.

(b) The sum of fifty cents per diem to be paid for each wagon or cart, including serviceable harness for the same for such day or days as the same may be required and used.

(c) The sum of fifty cents per diem to be paid to each driver in charge of a wagon or cart.

(d) Any owner may enrol more than one horse, wagon, cart, or set of harness.

(e) The Department of Militia and Defence reserves to itself, through the Minister, the right to purchase at any time at market value (to be assessed by a local valuator and a committee appointed by the Minister) any or all of the horses, wagons, carts, or harness so enrolled or furnished.

(f) If winter transport is required, sleighs will be substituted for wagons and carts.

(g) In the event of the owner of any enrolled horse, wagon, cart, sleigh, or set of harness, failing or neglecting or refusing to furnish when lawfully required, on a national emergency, the same or any of them, he shall incur a penalty of five dollars for each offence, and the failure or neglect or refusal for each day shall be held to be a separate offence.

(h) Wagons or carts enrolled must be in good condition, capable of carrying 3,000 pounds in the case of wagons, and 1,500 pounds in the case of carts; and the harness must be in a condition suitable for heavy strain on indifferent roads.

Stores.

Transport of stores.
Can. 1148.

1339. Transport may be obtained by three methods:—1st, by water; 2nd, by rail; 3rd, by wagons or other wheeled vehicles, or sleighs in winter. Transport by water, when available for the entire distance and when the time permits, is the easiest, cheapest and best for heavy weights; but, when transport by water is not continuous for the whole journey and transshipments require to be made en route, the expense of such must be considered in determining the most economical means of forwarding.

Requisition to be used.
Can. 1148A.

1340. Milflin Book 48 will be used for all movements of horses, ordnance, military stores, &c., by freight or express, and no shipment by rail or steamship is to be made without a covering requisition being issued. These requisitions are to be treated as "cash" when delivered to the agent of the rail or steamship line at point of shipment, and all shipments prepaid through to destination accordingly.

Arranged generally by C.A.S.C.
Can. 1149.

1341. The A.S.C. will arrange for the conveyance of all stores, except baggage moving with individuals and such small services by road, rail, or parcel posts as are necessarily transacted direct by units.

Full use of Government transport.
Imp. 1470.
Jan. 1150.

1342. Full use should be made of all government transport in possession of corps for transport purposes. A.S.C. officers should utilize any existing government transport (whether in possession of A.S.C. or other corps). Hired transport should never be employed when the service can be carried out by existing establishments.

Procedure.
Can. 1151.

1343. Indents, returns, and routine correspondence relating to transport will be sent direct to officers i/c transport, who, when unable to deal with demands which are not covered by regulation, will refer to the D.O.C. for instructions. At stations where there is no officer i/c transport, minor and urgent services may be carried out by the Commanding Officer or Senior Ordnance Officer, or other responsible officer, but all the documents will be forwarded, showing the number of packages and class of contents and weight of each class, to the A.D.S. & T. of the District.

Forms.

Application for the transport of stores will be forwarded to the A.S.C. officer i/c transport of the consignor's station prepared on M.F.-C. 580.

Inflammable liquids, dangerous explosives, corrosive and poisonous chemicals to be sent away from consignor's station are to be so marked on the requisition.

1344. When there are no means of weighing the stores in entering barracks, &c., the approximate weight should be given in pencil, and, on receipt of instructions to despatch, a representative should be sent to the railway or shipping company's station to witness the weighing, and insert particulars on waybill prior to despatch—the weight being reported to the transport officer. "Returned empties" should be so described.

1345. Long or very bulky articles should be specially brought to the notice of the transport officer when demanding transport.

1346. Five clear days' notice should, when possible, be given regarding explosives, by the transport officer, and the goods must not be delivered at the station until the company has signified its readiness to receive them.

1347. The cheapest mode of conveyance will be used. Conveyance by express is only to be resorted to in exceptional or extremely urgent cases, or when that mode of conveyance is cheaper than freight or parcel post. (See para. 1319).

1348. The transport officer having determined the mode of conveyance will complete or alter M.F.-C. 580 as may be necessary and forward it to the contractor or corps to perform the service, or return it to the consignor with instructions how to act. Collection and delivery should be done by government transport when a saving can be effected thereby.

1349. If, however, the goods are to be shipped via steamboat, coach, rail or express, the number of packages and the weight thereof, and class of goods will be made out in triplicate on the steamboat, coach, rail or express company's bills of lading. One of these will be kept by the agent of the company, and the other two signed by him. One of these will be retained by the officer in charge of transport as a receipt, and the other will be forwarded by him as an advice note to the consignee.

1350. All shipments by rail or steamship are to be prepaid by transport requisition M.B.-48, which is to be filled in by the Ordnance Officer in charge, or officer i/c transport, giving particulars as to the number of packages and separate weights of each class of articles, as classified by M.O. 180 of 1908 and Canadian classification and amendments. Form M.B.-48, when completed as above, is to be handed to the agent of the rail or steamship line in payment of the service. Particulars as to the cost of the service are to be obtained at the time from the agent.

1351. Consignors will always obtain receipts for stores handed over to carriers direct; and A.S.C. or other government transport must obtain receipts for stores handed over to railway or shipping companies for conveyance.

1352. In all cases advice notes should be posted to the consignee direct by transport officers, or by consignors where there is no transport officer, immediately stores are despatched.

1353. If any of the goods are lost or damaged, the value of the cost of repairs should be recovered locally at consignee's station.

The packages, &c., should be opened at the earliest possible opportunity after receipt, and any deficiencies or breakages, no: due to faulty packing, then discovered, should be immediately reported.

ately reported to the railway company or carrier, with a statement of their value, and a claim for the amount due to the public.

Note.—For regulations governing the movement of troops by water, see the King's Regulations and Orders for the Army, "Movement of Troops To and From Stations Abroad."

1354.

1355.

1356.

1357.

SECTION XII.—DRESS, CLOTHING, EQUIPMENT, MEDALS AND DECORATIONS.

1.—DRESS, CLOTHING, AND EQUIPMENT.

General Instructions.

1358. The uniforms of the Canadian forces will be of the Uniform patterns laid down from time to time in the Dress and Clothing Regulations for the Canadian Militia. Can. 1288.

1359. The regulations for the issue and care of clothing, Issue of arms and equipment are detailed in the Clothing Regulations, clothing. Part I. and II., and in the Equipment Regulations. Can. 1289.

1360. A C.O. is forbidden to introduce or sanction any unauthorized deviation from the sealed patterns of dress, clothing, equipment and badges. He will be responsible for the cost of replacing or restoring to the approved pattern any articles worn in his unit which may be found not in conformity therewith. Can. 1290.

1361. The dress, appearance and demeanour of soldiers should, on all occasions, be such as to create a respect for the military service. Appearance in public. Can. 1291.

1362. A soldier will not leave his barracks or camp unless properly dressed, and he will not smoke in the streets when on duty. Smoking in the streets. Can. 1292.

It is the duty of all officers, warrant officers and N.C.Os. to report irregularities of dress or misdemeanours of soldiers whether on pass or furlough to the men's C.Os., whether the men belong to their own corps or not.

1363. The orders of dress as laid down in paras. 1387 and 1384 are to be observed and read in connection with the dress, clothing and equipment regulations. Can. 1298. Imp. 1691.

1364. The wearing of any unauthorized ornament or emblem, when in uniform, is forbidden, unless express permission has been granted. The wearing of a sprig of shamrock in the head-dress by Irishmen of all ranks, on St. Patrick's Day, is authorized. Ornaments and emblems. Can. 1294.

1365. Uniform will be worn by all ranks while on duty. In the Permanent Force it is left to the discretion of the senior Permanent Officer in the garrison to permit plain clothes to be worn by officers, warrant officers, and N.C.Os. not below the rank of colour-sergeant, when not on duty, and by other ranks for purposes of recreation. Wearing of plain clothes. Imp. 1694. Can. 1295.

Permission may also be given by a C.O. to N.C.Os. below the rank of colour-sergeant and to men of good character to dress in plain clothes when on furlough or pass away from their station, and, subject to the approval of the O.C. troops and with the concurrence of the D.O.C., when on pass at their station. Such permission will be entered on the furlough form or pass and will be initialed by the officer granting it.

Forage cap.
Imp. 1695.
A.O. 276—
1918.

1366. The forage cap will not be worn with service dress except by generals and staff officers, unless specially ordered as a distinguishing mark between opposing forces. Forage and service dress caps will be placed evenly on the head.

Groom
hair,
Can.

Para. 1367, K.R. & O. (C.M.), 1917, is amended by G.O. 67 the deletion of the words: "but not the upper lip," 1918.
(H.Q. 770-1-7).

Full dress
headdress.
Can. 1297.

1368. When the full dress headdress is worn on duty, the chin chain, or strap, will be worn at the point of chin and sufficiently short to prevent it from slipping underneath, except that in the R.C.I.I.A. it will be worn under the chin. With the blue or green helmet, the chain may be hooked up when worn off duty, and on duty when side arms only are carried.

Watch chains.
Can. 1298.

1369. In uniform, watch chains and trinkets are not to be worn in such a manner as to be seen.

Pistols.
Can. 1299.

1370. Pistols will be carried on active service, or when specially ordered, by all ranks for which they are the regulation equipment. A special pattern is not laid down for officers, but all pistols must carry government ammunition.

Shoe cases.
Can. 1300.

1371. In mounted units in marching order, on active service, and when ordered, shoe cases of all ranks will be packed.

Great-coats.
Can. 1301.

1372. Equipment will be worn over the great-coat. Great-coats will be worn by officers on duty when the men parade in them. They will be carried "en banderole" over the left shoulder by unmounted officers of foot units and by mounted units on dismounted parades and duties, on guard, and on change of station.

A C.O. may allow great-coats to be worn when necessary.

Mourning.
Can. 1302.

1373. An officer or warrant officer in uniform when mourning, is to wear a band of black crepe $3\frac{1}{4}$ inches wide, round the left arm above the elbow. It will not be worn at levees or at Court, except when the Court is in mourning.

Glasses.
Can. 1303.
Rifle League
badges.
Can. 1303A.

1374. Glasses may be worn by all ranks on or off duty.

1375. The badges given by the Canadian Military Rifle League may be worn by militiamen in uniform, on the left arm, under regulations similar to those which apply to badges given by the National Rifle Association, Dominion Rifle Association of Canada and Canadian Artillery Association.

Officers.

Officers to
provide their
uniform.
Can. 1304.

1376. Officers will not be appointed to, or promoted in, the Militia unless they undertake to procure for themselves, within three months of such appointment or promotion, the uniform required by regulation.

Officers at
reviews, &c.
Can. 1305.

1377. Officers assuming prominent positions at military reviews and upon all occasions of state or ceremony, will wear the full dress of their rank. They are not to appear mounted unless entitled to do so by reason of their rank and position.

Can. 1306.

1378. Officers attending reviews in plain clothes will avoid being conspicuous and will comport themselves as ordinary spectators.

1379. Staff officers who have retired with permission to re-uniform of their rank in the militia are not to continue to wear staff officers' uniform, but may wear the uniform of the corps in which they last served. Can. 1307.

1380. Officers of the Reserve of Officers are not required to reserve provide themselves with any uniform until their services are Officers' actually required. They are, however, authorized to wear the uniform described in the Dress Regulations. Can. 1308.

1381. An officer while in a foreign country is not to wear Uniform when uniform without having obtained the permission of His Majesty's representative, which permission is only granted when an officer is employed on duty or attending Court, or at state ceremonies to which he has been invited. Can. 1309.

1382. Regulation uniform must not be worn at fancy dress balls, but there is no objection to military uniform of obsolete balls. pattern being worn on such occasions. Can. 1310.

1383. Sword belts will be worn as follows:—

Swords and
scabbards.
Imp. 1708.
A.O. 875—
1918.

(i.) Under the tunic or dress jacket by all mounted officers (except those of Highland regiments) and by all officers of rifle regiments; over the tunic or doublet by all other officers.

Over the frock-coat and under the patrol jacket.

(ii.) Swords will be carried on parades and duties unless otherwise directed. They will not be worn on board ship, at mess, or at tables.

(iii.) Swords will be carried on the saddle by mounted officers on all mounted "orders of dress" other than "review order."

(iv.) The scabbards of officers of dismounted units in "review order" are to be hooked up by those who wear the waist belt over the tunic, and carried in the left hand by other officers.

(v.) The scabbards will be carried in the left hand by mounted officers when on dismounted duties.

1384. Spurs will be worn in full dress and service dress by spurs. all officers whose duties require them to be mounted. At levees, on ceremonial occasions dismounted, in undress, and in mess dress, spurs will be worn by general officers, staff officers, officers of mounted services, and by field officers and adjutants of infantry and of all other services, corps, and departments. They will not be worn on board ship, when travelling, or by officers inspecting armaments or magazines. Imp. 1709.

1385. In mounted services whistles will be carried when on duty with troops, and in dismounted services when in marching or drill order. Whistles. Imp. 1710.

1386. An Honorary Aide-de-Camp or Surgeon to the Governor-General will wear the distinguishing badge of such appointment on all occasions when the Governor-General is present in State, at levees, and when on duty as Governor-General's Honorary Aide-de-Camp or Honorary Surgeon at field days and other military ceremonies at which the Governor-General is present. Can. 1313A.

Orders of Dress—Officers.

Imp. 1711. 1387. The following gives the orders of dress for officers
 Can. p. 194. on different occasions:—

Review Order.	No. 1.	Full Dress.
Dress.	Occasions when to be worn.	
Full dress head-dress and tunic.	(a) State ceremonies.*	
When mounted.	(b) Royal escorts.	
Partaloons.	(c) Guards on royal residences.	
Bulcher boots.	(d) Guards of honour.	
When dismounted.	(e) As ordered by O.C. Districts and on garrison duties.	
Trousers.	(f) General courts-martial.	
Wellington boots.	(g) Church parades.	
On guard duties infantry officers will carry great-coat, haversack and water-bottle.	(h) Ceremonies and entertainments when it is considered desirable to do special honour to the occasion. Official or public* balls, dinners, luncheons or breakfasts, and evening receptions as may be specially ordered.	
When the order is "Staff in blue," general and staff officers will wear the frock coat.	(i) Funerals.	
White leather gloves (black in Rifle regiments) will be worn in review order.	The order of dress—"Review order, staff in blue"—is applicable only to general officers, staff officers and heads of departments at the headquarters of commands.	
On ceremonial occasions, in hot weather, and when not on duty with troops, the khaki helmet with white cover or a white helmet, plume, chin chain, white puggaree and badge may be worn as the full dress head-dress by general and staff officers.		
Plumes will not be worn with the helmet by general and staff officers when the order is "Staff in blue."		

Marching Order.	No. 2.	Service Dress.
Generals, substantive colonels, and staff officers, blue or drab service dress as may be ordered, but drab service dress must always be worn at manoeuvres and training. (A.O. 276, 1911.)	Training.	
Other officers, drab service dress.	Manoeuvres.	
The following articles will be carried by regimental officers:	Marches.	
Haversack, waterbottle, field glasses or telescope, pocket book, field message book, compass, great-coat or waterproof sheet.	Inspections.	
Brown leather gloves will be worn. (A.O. 151, 1912.)	As may be specially ordered.	

*It will be considered a State occasion when the Sovereign, or the representative of the Sovereign, is present; the parade in celebration of the birthday of the Sovereign, or when specially ordered on the occasion of any parade, ceremony, or entertainment at which a member of the Royal Family is present.

A function or entertainment given or arranged by any government department or government institution will be regarded as an official occasion.

When invitations are issued in the name of any municipal corporation, institution or society, it will be regarded as a public occasion.

Drill Order.	No. 3.	Service Dress.
Dress.	Occasions when to be worn.	
Generals, substantive colonels, and staff officers, blue; other officers, drab service dress.	Divisional and brigade parades as may be ordered.	
The following articles will be carried:	All ordinary drills, riding schools, regimental duties and examinations for promotion.	
Field glasses, haversack, water-bottle, great-coat or waterproof sheet	Regimental courts-martial, courts of inquiry, and boards.	
Brown leather gloves will be worn. (A.O. 151, 1912.)	When ordered.	
Mess Order.	No. 4.	Mess Dress.
	Dining at naval or military messes and with D.O.C. or flag officer of the navy unless full dress is ordered, and at naval and military evening dances and entertainments.	
	Dining on board ship, government transport.	
	Will not be worn at manoeuvres.	
Undress Order.	No. 5.	
Swords will be worn on duty, and as the occasion may require when not on duty.	When on duty.	
Frage cap.	At district courts-martial; district, garrison and special courts of inquiry, and boards.	
Frock coat (Rifles, patrol jacket; Highland regiments, white or scarlet drill jacket).	When not on duty.	
Trousers.	At afternoon naval and military dances and receptions in garrison or on board naval ships.	
Sword belt, *girdle, or sash.		
Wellington boots.		
White gloves (Rifles, black gloves).		

*When swords are not worn the slings should be removed.

Service dress or undress (serge frock) will be worn on board ship.

The articles of uniform required on active service are detailed in the Field Service Manual.

Imp. 1712.

Horse Furniture—Officers.

1388. Officers' horse furniture will include the head-ropes in all orders of parade. On active service, and when specially ordered, mess tins, nose bags, picketing gear, and surtangle pads will be carried.

Branch of Service.	Review Order.	Marching Order.	Drill Order.
Staff	Saddle, bridle complete, girth, and all accessories over the saddle, and the saddle, except when "Stag in blue" is the order of dress). Great-coat when ordered carried behind the saddle.	As for review order, but with field glasses on off side and shoe case on near side of saddle, and without gold lace, surtangle pads, and saddle cloth, for general officers. Great-coat, rolled, behind saddle.	As in marching order.
Cavalry	Saddle. Bridle complete. Walllets. Leopard or lambkin. (When the great-coat is to be carried behind the saddle when ordered.	As in review order, but no leopard or lambkin or throat piece. Field glasses on the person, suspended by straps over the left shoulder, or attached to the belt at the right side. Great-coat rolled. Nosebag. Packed shoe case. (A.O. 278, 1913.)	As in marching order.
Artillery	As for cavalry.	As for cavalry.	As in review order, but without lambkin.
Engineers	As for infantry.	As for infantry.	As in marching order.
Infantry	Saddle. Bridle complete. Walllets. Great-coat behind the saddle when ordered.	As for review order, but with field glasses on the person, suspended by straps over the left shoulder, or attached to the belt at the right side. Surtangle pads on near side of saddle and great-coat rolled behind saddle.	As in marching order.
A.S.C.	As for cavalry.	As for cavalry.	As for cavalry.
A.V.S.	As for infantry.	As for infantry.	As for infantry.
C.O.C.			
C.A.F.C.			

Note.—In drill order the great-coat is not carried unless specially ordered.

Soldiers.

1389. On detached duties not under arms, and when off duty Dress on out of barracks or when on furlough or pass at stations in Canada, review order will be worn, with forage cap of Glengarry and off cap in place if full head-dress, and waistbelts without side duty. Imp. 1713. Om. 1814—16
army. Except when on furlough, side arms will be worn by sergeants (in corps that have side arms). In mounted services the sword belt will be worn only by those units in which it is worn over the tunic. When great-coats are worn walking out the sword belt will be worn inside and the great-coat will be drawn in at the waist by means of the cloth band at the back. A.O. 278—1518.

Service dresses will be worn when cycling for recreation. Cycling.

Cap lines will be worn by men of units for which they are O-p lines. regulation dress. The regulation bugle strings may be worn as body lines by buglers, drummers and trumpeters. O.P. lines. A.J. 278—1913.

1390. Shoulder sashes are worn over the right shoulder by warrant officers and sergeants of infantry (rifle regiments excepted). Sashes are worn in review order and when walking out, but not over the great-coat. Sash. Imp. 1714.

1391. A soldier going on pass or furlough will not take any arms or accoutrements except the waistbelt. Man on pass or furlough. Can. 1817.

1392. Arms and accoutrements as may be ordered will be carried on parade in all orders of dress. In mounted services swordbelts and swords will be worn in review order only. In other orders of dress, swords will be carried in frogs on the saddle, edge to the rear, except by R.C.H.A., who carry the sword in review order only. Arms and accoutrements. Imp. 1718. Can. 1818.

1393. Blue jeans are to be worn at recruits' drill, and on all fatigues in barracks or camps, and on all occasions when their use will save the men's clothing. In cold weather they may be worn over, and in warm weather without, the service dress. Blue jeans. Can. 1819.

1394. The following gives the orders of dress for soldiers on different occasions:—Orders of dress. Imp. 1719.

Review Order.	No. 1.	Full Dress.
Occasions when to be worn.	Remarks.	
(a) State ceremonies.	MOUNTED TROOPS.	
(b) Royal escorts.	Whet mounted.	
(c) Guards on royal residences.	Pamaloons, knee boots, jack spurs, clasp knife and lanyard.	
(d) Guards of honour.	When dismounted.	
(e) On garrison duties.	Trousers, Wellington boots and swan-neck spurs.	
(f) General and district courts-martial, garrison boards, and courts of inquiry.	Horse Furniture, &c.	
(g) Church parades.	Saddle and bridle complete, with head-ropes. Shoe cases (except artillery) unpacked.	
(h) Funerals.	Haversack and water-bottle.	
(i) As may be specially ordered.	Nose bag.	
	Great-coat, rolled, on the saddle.	
	When ordered.	

Occasions when to be worn.	Remarks.
	DISMOUNTED TROOPS. Great-coat. One ammunition pouch. Haversack and water-bottle. } When ordered.
Marching Order.	No. 2. Service Dress.
(a) Active service. (b) Manoeuvres. (c) Field days. (d) Marches. (e) Inspections. (f) Guards, when full dress is not worn. (g) Fort manning for garrison artillery. (h) Change of station. (i) As may be specially ordered.	ALL TROOPS. (h) Full dress head-dress (unplumed). Mounted Troops. Great-coat. Moss tin. On the horse. Clasp knife and lanyard (h) Knee boots. Horse Furniture. Saddle and bridle complete with head-ropes. Shoe cases (except artillery), packed. Nose bag. Heel-ropes. Dismounted Troops. Full equipment.
Drill Order.	No. 3. Service Dress.
Divisional and brigade parades as may be ordered. All ordinary drills. Riding school and regimental duties. Regimental courts-martial, courts of inquiry and boards. Escorts. (With side arms only.)	Two cartridge pockets on waist belt. Bandolier. Haversack, water-bottle and great-coat. } When ordered.

Equipment.

Preservation of water-bottles.
Can. 1820.

1395. Water is not to be kept in the water-bottle when the bottle is not in use.

Haversacks.
Can. 1820.

1396. The haversack will be worn over the right shoulder, except by men of the R.C.H.A. and C.F.A., and mounted men of the Engineers and A.S.C., who will wear it over the left shoulder. The sling will be worn under the waist belt, the haversack hanging outside the side arm with the top below the lower edge of the belt (in line with the top of the bayonet scabbard, if side arms are worn). If carried in review order the haversack sling will, when the belt is worn under the tunic or jacket, be shortened so that the top of the haversack is 4 inches above the elbow.

The haversack will be worn by all ranks in marching order; on other occasions it will be carried only when ordered for use, and is not to be worn rolled up.

1397. On the line of march the soldier should have in his squad-bags, possession of the spare field kit—the surplus kit being carried in the squad-bags or kit-bags. Can. 1822.

1398. When soldiers of cavalry and infantry are transferred from one squadron or company to another, in the same regiment or battalion, their arms and accoutrements are dealt with as directed in the Clothing and Equipment Regulations. Can. 1823.

Small Arm Ammunition.

1399. In time of peace, ball ammunition is never to be in possession of the men, unless the D.O.C. should consider it necessary to authorize an issue of service ball ammunition for a special purpose. H.Q. 970—1
Can. 1824.

1400. Guards, escorts (except escorts for soldiers in custody) and parties detached in aid of the civil power will have the requisite ammunition served out to them before going on duty. This supply is to be collected in the presence of an officer, after the duty has been performed, and returned into the magazine. Can. 1825.

1401. When ammunition is in possession of the men, it is to be inspected by an officer at the daily morning parade, and any loss or damage is to be reported. Can. 1826.

1402. Before men are dismissed from any parade for which ball ammunition has been issued, an officer will ascertain that when none remains in their rifles, magazines, pouches, or bandoliers. The men will also be reminded on such occasions that they are not allowed to have any ball ammunition in their possession. Imp. 1727.
A.O. 276—1913.

After firing with ball ammunition, a certificate will be rendered to the effect that all unexpended rounds of ball ammunition have been collected or otherwise accounted for.

Dummy cartridges may be issued to the men for practice in rapid loading in their spare time. Company, &c., commanders will satisfy themselves by frequent inspections that the dummy cartridges are correctly accounted for.

1403. A unit moving from one station to another will take with it only the quantity of ammunition required to provide a sufficient guard with 20 rounds per man, unless otherwise specially ordered by the D.O.C. Any additional ammunition in charge of the unit will be handed over to the Senior Ordnance Officer at the station before the unit leaves. Can. 1827.

1404. Whenever ammunition is issued from store to, or returned to store by, troops at the issuing station, an officer of the unit concerned will attend. Can. 1828.

1405. The issue of ammunition from the regimental or depot magazine is to be made by the quartermaster or other responsible officer, and he is not to entrust the key of the magazine to anyone. The company, &c., commander will inspect all ammunition issued for the use of his company, &c., and will be personally responsible for the correctness of the description and quantity of ammunition drawn, and for the care and expenditure of such ammunition. He will also personally check any unexpended balance of ammunition when collected from the men, and will be responsible for its return to the magazine. Imp. 1780.
Can. 1829.

1406. All ammunition in regimental charge is to be inspected at least once a month by the C.O., who will see that it is deposited in a place of safety. Inspection of ammunition in store. Can. 1830.

Government ammunition only to be used. 1407. To prevent damage to rifles, the use of any ammunition (whether ball, blank, or dummy), except that provided by the government, is forbidden.

Damaged ammunition, &c. 1408. At accident or damage to Small Arms or Small Arms Ammunition will be dealt with as per para. 635.

Can. 1881.
Can. 1892.

2.—MEDALS AND DECORATIONS.

General Instructions.

Authority to wear. 1409. No medal or decoration is to be worn by any officer, non-commissioned officer or man when in uniform without due authority.

Issue of medals. 1410. Medals will be issued to those entitled to them as follows:—

Imp. 1730.
Can. 1884.

(i.) Medals of individuals still serving with their unit. To the O.C. the unit.

(ii.) Medals of individuals who have left their unit. To the Secretary, Militia Council.

If medals cannot be delivered (as in the case of men whose addresses cannot be ascertained) they will be retained at Militia Headquarters for custody, and for issue if subsequently applied for.

Letters containing medals. 1411. Letters containing medals are to be registered and receipts should be obtained from the persons to whom they are sent.

Can. 1885.

Instructions concerning the wearing of medals, decorations, and miniature medals by officers are contained in the "Dress Regulations."

Wearing of medals and decorations. 1412. Medals and decorations will be worn by other ranks with the full dress coat only, in the order prescribed for officers in the Dress Regulations. On other coats, except greatcoats, ribbons only will be worn.

Can. 1886.

Wearing of ribbon pending issue of medal. 1413. When the grant of a medal has been notified and medal rolls have been transmitted to the Secretary of the Militia Council, the Minister may, pending the issue of the medal, authorize the wearing of the regulation ribbon by all ranks whose names are entered on the roll.

Can. 1887.

Rifle match medals. 1414. Authorized medals awarded for skill at arms, rifle shooting, &c., may be worn on the right breast. Those for rifle shooting may be worn only at rifle matches or meetings of rifle associations.

Can. 1888.

Officers commanding corps are to ascertain that men wearing medals are entitled to do so, and that the medals are their own.

Soldiers awarded the Meritorious Service Medal and the Long Service and Good Conduct Medal may wear both medals.

Custody of medals during active service. 1415. When troops proceed on active service, the medals of N.C.Os. and men will be sent to the officer i/c records. The medals will be accompanied by nominal and descriptive lists.

Can. 1889.
Imp. 1735.

Care of medals. 1416. Medals are never to be placed in store attached to tunics.

Can. 1840.

When troops proceed on a long journey all medals and decorations of soldiers are to be landed over to the O.C. troops on board for safe custody during the journey.

1417. Medals left behind by a soldier who absents himself without leave, and is declared by court of inquiry to be illegally absent will be forwarded to the Secretary, Militia Council. If the man does not rejoin within 10 years, the medals will be disposed of as unclaimed medals.

Can. 1841.

1418. An officer in charge of medals will arrange for their safe custody, and will keep a book showing (a) the regimental numbers, ranks, and names of the men whose medals are placed in his charge; (b) the service for which the medals were granted; (c) the date and cause of their being taken in charge; and (d) the date and manner of their disposal.

Can. 1842.

Foreign Orders and Medals.

1419. Attention is drawn to the regulations respecting foreign orders and medals issued by the Imperial Foreign Office and published from time to time in the official Army List; especially to the rule prescribing that "the intention of a foreign sovereign to confer upon a British subject the insignia of an order must be notified to His Majesty's Principal Secretary of State for Foreign Affairs either through the British Minister accredited to the court of such foreign sovereign or through his Minister accredited at the court of His Majesty." Until such notification has been made, His Majesty's permission to accept and wear the decoration cannot in any case be granted.

Can. 1848.

1420. A medal or decoration bestowed by a foreign power cannot, under any circumstances, be replaced.

Loss of foreign decorations.
Can. 1844.

Loss and Replacement.

1421. Medals are to be shown at kit inspections. When a soldier is unable to produce his medals, the company, &c., commander will record all available evidence regarding the loss, and will submit the same to the O.C. the unit, who will record his opinion as to whether the loss occurred:—

Courts of enquiry as to lost medals.
Can. 1845.

- (i) When the soldier was on duty and from causes entirely beyond his control.
- (ii) By accident.
- (iii) Wilfully.

In cases under (i) and (ii), applications to replace the lost medals may be at once submitted to Militia Headquarters with the original record of evidence taken by the company, &c., commander.

In cases in which no testimony as to the loss, except that of the soldier himself, is forthcoming, the C.O., except in very special circumstances, which he will record, will take the man's character into account in forming his opinion.

It is necessary that the replacement of medals should be carefully safeguarded and every effort made to prevent their falling into the possession of unauthorized persons.

For this reason it is seldom that medals can be permitted to be replaced at the public expense. Such replacement is confined to cases in which the loss of the medal was due entirely to unavoidable circumstances, such as shipwreck, fire, &c. In interpreting this rule, care should be taken to differentiate between such accidental losses as might ordinarily be incurred in private life and those which are incurred solely through the exigencies of the service. Thus:—Loss by theft, burglary, loss of baggage while travelling, or loss due to defective fastenings, &c., are such as might be incurred by any individual and are not, therefore, to be considered as fair charges against the public.

In cases under (iii.) the soldier will be dealt with under Section 24 of the Army Act, and, if convicted, he must serve three years clear of an entry in the regimental conduct book before he can be recommended for the grant of a new medal, on paying the value thereof. If sentenced to imprisonment or detention, the three years will reckon from termination of such imprisonment or detention.

In all cases where the clasps are not lost a new medal only is to be applied for.

Loss of medals by discharged soldiers.
Can. 1846.

1422. In the event of a discharged soldier losing his medals, it will be necessary for him to make application through the O.C. the unit in which he last served, for the issue of new medals at his own expense, submitting with such application a statutory declaration setting forth the circumstances in regard to the loss, and showing that the loss was unavoidable and occurred through no fault of his own. New medals will not be issued until six months have elapsed from the date of the loss.

Replacing Canadian medal.
Can. 1847.

1423. When a medal or clasps issued by Canada require to be replaced at the expense of the man, the value thereof, \$1.83 for the medal, and 36 cents for each clasp, must be deposited in the usual way in some authorized bank in the locality, to the credit of the Receiver-General, and the deposit receipt therefore must be sent to Militia Headquarters with the application for issue. The charge for a ribbon will be 5 cents.

Victoria Cross, Distinguished Conduct Medal, Meritorious Service Medal, &c.

Recommendations for Victoria Cross, Distinguished Conduct and Meritorious Service Medals with annuity.
Can. 1846.

1424. Recommendations for the Victoria Cross, Distinguished Conduct Medal, and Meritorious Service Medal, accompanied by descriptive returns, records of service, and statements of service abroad or in the field, and of the wounds and distinctions of those recommended will be sent to Militia Headquarters. Recommendations for a medal with annuity should, in addition, be accompanied by certified copies of the conduct sheets, and certified copies of any convictions by the civil power.

Retention of Victoria Cross when medals are forfeited.
Can. 1849.

1425. When a soldier in possession of the Victoria Cross forfeits his medals, whether by sentence of a court-martial or otherwise, a report will be made to the War Office with a view to His Majesty's pleasure being ascertained as regards the retention or forfeiture of the Victoria Cross.

1426. A silver medal may be awarded to a soldier of the Permanent Force, provided he has been duly recommended and has served for not less than 18 years with an exemplary conduct.
Can. 1850.

1427. The good conduct medal is a reward for "long service with irreprouchable character and conduct." A C.O. must, therefore, recommend only such soldiers as are in every way worthy of this distinction and who fulfil the conditions prescribed as requisite for an "exemplary" character. Even when a soldier is eligible both in these respects and by length of service (18 years), regard will be had to his conduct and character throughout his career, and to the number and nature of offences recorded in his conduct sheets, irrespective of the punishments which may have been awarded. Service of a soldier under 18 years of age may be included in the 18 years required to qualify; on the other hand, the period of 18 years may be reckoned to commence at any period within two years from the date of enlistment.

1428. The following are absolutely ineligible for the good conduct medal, and must not be recommended:—
Can. 1852.

- (i.) A soldier who has been convicted by the civil power for felony or any other offence of a disgraceful character.
- (ii.) A soldier who during the last sixteen years of his service—

- (a) Has incurred more than six entries* in the regimental conduct sheet; or,
- (b) Has been guilty of desertion or fraudulent enlistment; or,
- (c) Has been convicted by a G.C.M. or D.C.M.; or,
- (d) Has been drunk on duty; or after having been warned for duty; or has been drunk while actually engaged on garrison or regimental employment; or,
- (e) Has, as a N.C.O. been reduced under the Royal Prerogative or under Section 153(2) of the Army Act for an offence, but not for inefficiency.

An entry in his regimental conduct sheet of galant or distinguished conduct will be considered as diminishing by one the number of entries referred to in (ii.) (a), but will not affect the soldier's eligibility or ineligibility for the medal in any other respect.
A.O. 323—1912.

1429. A company, &c, commander will bring to the notice of the C.O. any warrant officer, N.C.O., or man, who fulfils the conditions laid down in para. 1426, but the fact that a soldier fulfils the conditions gives him no claim to the medal.
Can. 1853.

Recommendations for the good conduct medal, including cases of men who were eligible at discharge and were discharged within the previous six months, will be forwarded to the D.O.C., accompanied by the original regimental and (in cases where they exist) by the company conduct, &c., sheets for the whole of the man's service and certified copies of the record of service and civil convictions, if any. If the original conduct sheet has been lost, a new sheet will be substituted for it, and

*Including those entries referred to in the last two sentences of para. 1402.

the recommendation will be forwarded, supported by this and by certificates from three or more officers, covering the whole period recorded in the lost sheet, and stating that during that period no entries were incurred of such a nature as to disqualify the man under para. 1428.

Good conduct medal to be sent to C.O.
Can. 1854.

1430. The medal, if granted, will be transmitted to the C.O., who will deliver it to the soldier at a review order regimental parade. If the unit is quartered with other troops, the C.O. will report the receipt to the O.C. troops at the station, who will order a general parade for the presentation. Good conduct medals awarded to soldiers after their discharge from the service will be forwarded direct.

British non-military medals allowed to be worn.
Imp. 1755.
Can. 1855.

1431. The following non-military medals are allowed to be worn, when in uniform:—

- (i.) "The Albert Medal," "The Edward Medal," "The Board of Trade Medal," "The Medal of the Order of St. John of Jerusalem," and
- (ii.) The medals of the Royal Humane Society, the "Stanhope Gold Medal," awarded by that body, and the medal of the "Royal National Lifeboat Institution."
- (iii.) The Royal Canadian Humane Association's medal.

Of the above not more than two medals may be worn for one act of gallantry, viz.:—one official medal and, if awarded, either the Royal Humane Society's medal, the Stanhope Gold Medal, the Royal National Lifeboat Institution's medal, or the Royal Canadian Humane Association's medal.

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1—7.

Under no circumstances can medals awarded by private societies be permitted to be worn, and, as far as possible, this restriction also applies to medals awarded by foreign governments. In a case, however, where a foreign government medal and a British medal are awarded for the same act of gallantry, the foreign medal may be worn only on occasions of ceremony where the representatives of the country concerned are present.

Can. 1855A.

1432. No restriction is imposed on the acceptance of any medal, British or foreign, which it is not intended to wear.

The Minister reserves the right of determining which of several medals awarded may be worn.

Whenever any of the above medals are awarded to officers or soldiers, a statement of the fact should be sent to Militia Headquarters, in order that the necessary authority may be obtained for the distinction to be worn.

A C.O., in putting forward a soldier's claim for the Royal Humane Society's medal, should do so on the form which will be furnished on application to the Secretary at the Society's office, 4 Trafalgar Square, Charing Cross, London.

Medals for Distinguished Conduct.
Can. 1856.

1433. Upon the special recommendation of the D.C.C. a silver medal "For Distinguished Conduct in the Field" may be granted to a soldier who has performed service of a distinctly gallant and distinguished nature. Bars may be added on account of further distinguished conduct.

Medals for Meritorious Service.
Can. 1857.

1434. A silver medal for "Meritorious Service" may be awarded a soldier of the Permanent Force selected for long, valuable and meritorious service.

1435. When the service forfeited by a soldier on conviction of desertion or fraudulent enlistment, or upon dispensation with trial for either of those offences, is restored to him, the war medals forfeited by him will also be restored, without reference to Militia Headquarters.

War medals will similarly be restored to a soldier who qualifies for the restoration of forfeited service, but elects not to have such service restored.

Medals forfeited for other reasons than desertion, or fraudulent enlistment, may be restored by the C.O. when the men have served three years clear of a regimental entry. When sentenced to imprisonment or detention, the three years will reckon from termination of such imprisonment or detention.

1436. The medals of a soldier dying in the service will be disposed of by the man's C.O., as follows:—

- (a) When bequeathed by will, the medals will be sent to the legatee, or to the executors.
- (b) When the soldier dies intestate, the medals will be sent to the next of kin, in the following order of relationship:—(1) widow; (2) eldest surviving son; (3) eldest surviving daughter; (4) father; (5) mother; (6) eldest surviving brother; (7) eldest surviving sister; (8) eldest surviving half-brother; (9) eldest surviving half-sister.

D.R.A. Badges.

1437. The badges given by the Dominion Rifle Association of Canada may be worn on the left arm.

1438.
1439.
1440.
1441.
1442.

D.R.A.
badges.
Can. 1860.

SECTION XIII.—CEREMONIAL.

1.—PRECEDENCE

Precedence of corps. 1443. The following is the order of precedence in the Canadian Militia:—
Can. 1861.

Order.	Regiment, unit or corps.	Order of Precedence.
1	The Gentlemen Cadets of the Royal Military College	As bid down in Militia List.
2	The Royal Canadian Horse Artillery	
3	The Royal Canadian Dragoons	
4	Strathcona's Horse (Royal Canadians)	
5	The Governor-General's Body Guard	
6	Regiments and squadrons of Cavalry and Mounted Rifles	
7	Canada's Field Artillery	
8	The Royal Canadian Garrison Artillery	
9	Canada's Garrison Artillery	
10	The Royal Canadian Engineers	
11	Canada's Engineers	
12	The Corps of Guides	
13	The Royal Canadian Regiment	
14	The Governor-General's Foot Guards	
15	Regiments of Infantry and Rifles	
16	Provisional regiments and independent companies of Infantry and Rifles	
17	Signalling Corps	
18	The Canadian Permanent Army Service Corps	
19	Canada's Army Service Corps	
20	The Canadian Permanent Army Medical Corps	
21	The Canadian Army Medical Corps	
22	Canada's Ordnance Corps	
23	Canada's Army Pay Corps	
24	Other Departmental Corps	
25	Corps of Military Staff Clerks	
26	Cadet Corps	

Different units of the same arm take precedence in accordance with their numerical succession, except that a unit of the Permanent Force shall always take precedence of a unit of the same arm not forming a portion of the Permanent Force.

On parade, other than ceremonial, and for the purposes of manoeuvre, units will be distributed and drawn up in the mode which the officer in command of such parade or manoeuvres may deem most convenient.

Gentlemen Cadets of the Royal Military College, when on parade with other troops, if mounted, take the right of all troops; if dismounted, the right of all dismounted troops.

Heavy batteries, when on parade with their guns, take the left of the field artillery.

In brigade, rifle regiments should be on a flank—usually the left—of the line of infantry.

Corresponding Ranks in the Army and Navy.

Corresponding rank gives no claim to command. 1444. Nothing contained in these regulations is to give a claim to any officer of the navy to assume command of His Majesty's land forces on shore, nor to any officer of the militia
Can. 1862.

to assume command of any of His Majesty's squadrons or ships, or any of the officers or men thereto belonging; unless under special authority from the Government in England for any particular service.

1445. The following table of corresponding ranks in the army and navy is published for information:—
Can. 1862A.

Army.	Navy.
(i) Field Marshal.....	Admiral of the Fleet...
(ii) General.....	Admiral.....
(iii) Lieutenant-General.....	Vice-Admiral.....
(iv) Major-General.....	Rea-Admiral.....
(v) Brigadier-General.....	Commodore, 1st and 2nd class.
(vi) Colonel.....	Captain of 3 years' seniority.
(vii) Lieutenant-Colonel.....	Captain under 3 years' seniority.
(viii) Major.....	Lieutenant of 8 years' seniority.

Engineer-in-chief, if Engineer Rear-Admiral.

Inspector-General of Hospitals and Fleets.

Staff Captain of 4 years' seniority.
Engineer Captain of 8 years' seniority in that rank.
Deputy Inspector-General of Hospitals and Fleets.
Secretary to Admiral of the Fleet.
Paymaster-in-Chief.

Staff Captain under 4 years' seniority.
Engineer Captain under 8 years' seniority in that rank.
*Secretary to Commander-in-Chief, of 1 years' service as such.

Engineer Commander.
Fleet Surgeon.
Secretary to Commander-in-Chief under 5 years' service.
Fleet Paymaster.
Naval Instructor of 15 years' seniority.

Engineer Lieutenant of 8 years' seniority qualified and selected.
Staff Surgeon.
Secretary to Junior Flag Officer, Commodore 1st Class.
Staff Paymaster and Paymaster.
Naval Instructors of 8 years' seniority.
Carpenter Lieutenant under 8 years' seniority.

* Secretaries to Admirals of the Fleet, and Secretaries to Commanders-in-Chief reckon their seniority by length of service in those ranks instead of from the date of their commission.

Army.	Navy.
(ix) Captain.....	Lieutenant under 8 years' seniority.
(x) Lieutenant.....	Sub-Lieutenant.....
(xi) 2nd Lieutenant.....	
(iii) 1st Class Staff Sergeant - Major, A.S.C., Conductor, C.O.C., Master Gunner, 1st Class, 1st Class Staff Sergeant - Major, Army Pay Corps, Army Schoolmaster when 1st Class Warrant Officer.	<p>Engineer Lieutenant under 8 years' seniority, or over that seniority but not duly qualified and selected.</p> <p>Surgeon.</p> <p>Secretary to Commodore, 2nd Class.</p> <p>Assistant Paymaster of 4 years' seniority.</p> <p>Naval Instructor under 8 years' seniority.</p> <p>Carpenter Lieutenant under 8 years' seniority.</p> <p>Engineer Sub-Lieutenant.</p> <p>Assistant Paymaster under 4 years' seniority.</p> <p>Chief Gunner.</p> <p>Chief Boatwain.</p> <p>Chief Carpenter.</p> <p>Chief Artificer Engineer.</p> <p>Chief Schoolmaster.</p> <p>Gunner.</p> <p>Gunnery Sergeant.</p> <p>Major.</p> <p>Boatswain.</p> <p>Carpenter.</p> <p>Artificers' Engineer.</p> <p>Head Schoolmaster.</p> <p>Head Wardmaster.</p> <p>Midshipman } but junior of these Army ranks. Clerk.</p>

2.—STANDARDS AND COLOURS.

General Instructions.

Standard colours.
Can. 1365.

1446. Standards and guidons of cavalry will be carried by squadron serjeant-majors. Colours of infantry will be carried by two selected lieutenants, but on the line of march all subaltern officers will carry them in turn.

Standards are not carried by regiments of hussars and lancers, nor are colours carried by rifle regiments.

Not to be altered.

Standards, guidons, and colours are not to be altered without the King's special permission.

Procedure at consecration of colours.
Can. 1366.

1447. The consecration of colours will be performed by chaplains or by officiating clergymen in accordance with an authorized Form of Prayer, copies of which may be obtained from the Secretary of the Militia Council. "Form A" is for general use. When an O.C. is desirous of having the consecration of new colours performed by a Roman Catholic priest, the order of service in "Form B" will be used. A D.O.C. may, however, authorize ministers of different denominations to officiate at the ceremony, in which case all or parts of Forms A and B may be used, but nothing is to be added to either Form of Prayer.

1448. The standard of cavalry, or the King's colour of battalions of infantry, is not to be carried by any guard or trooped, except in the case of a guard mounted over the King, the Queen or Queen Mother, or any member of the Royal Family, or over a Viceroy; and is only to be used at guard mounting, or other ceremonials, when a member of the Royal Family or Viceroy present, and on occasions when the National Anthem is appointed to be played; at all other times it is to remain with the regiment. The King's colour will be lowered to the King, the Queen, the Queen Mother and members of the Royal Family, the Crown, and Viceroys only.

1449. When colours are being removed from, or taken to the place where they are usually kept, an escort will invariably accompany them and will pay them the customary honours. When it is necessary to send colours by train to be deposited for safe-keeping, the escort will consist of the usual colour party, as laid down in Infantry Training.

1450. Application for new standards, guidons, and colours will be made in accordance with the instructions laid down in the Clothing Regulations.

3.—REWARDS, HONOURS AND SALUTES.

General Instructions.

1451. The honours and salutes to be given by troops on parade are as follows:—

- (i) To the King, the Queen, and the Queen Mother.—On all occasions, royal salute.—Standard and colours lowered, officers saluting, men presenting arms, bands playing the National Anthem through.
- (ii) To other Members of the Royal Family.—Same as (i.), except that the bands will only play the first part (six bars) of the National Anthem.
- (iii) To the Crown.—Same as (i.), except that bands will not play.
- (iv) To Foreign Sovereigns; Presidents of Republican States, and Members of Foreign Imperial and Royal Families.—Same as (i.) or (ii.) respectively, except that their own National Hymn will, when practicable, be played.
- (v) To a Viceroy; and to a High Commissioner, Governor or Lieutenant-Governor of a dominion, colony, protectorate, or possession; or special Royal Commissioner, acting on behalf of the Sovereign, at state ceremonials such as the opening or closing the Session of Parliament or a Provincial Legislature.—Same as (i.), except that the bands will only play the first part (six bars) of the National Anthem.
- (vi) To Field Marshals.—General salute, same as (vii.), and regimental colours of all forces to be lowered, except when a member of the Royal Family is present.
- (vii) To General Officers and Inspecting Officers below the rank of General Officer.—General salute by the troops under their command; by mounted services,

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1912.

with swords drawn, officers saluting, and bands play the first part of a slow march; by dismounted services, officers saluting, men presenting arms, colours flying, bands playing the first part of a slow march, and drums beating; by corps not having bands, the trumpets or bugles sounding the salute, or the drums beating a ruffo.

(viii.) To Commanding Officers (if under the rank of General Officer) of Garrisons, Camps, or Stations.—Honours (not extending to a salute of guns) due to the rank one degree higher than that which they actually hold.

(ix.) To Standards, Guidons, and Colours.—When uncased, at all times, to be saluted with the highest honours, viz.:—arms presented, trumpets or bugles sounding the salute, drums beating a ruffo.

National Anthem. Can. 1371. 1452. The National Anthem is not to be played in connection with salutes on any other occasions than those mentioned in para. 1451, and is only due to those personages who are entitled, under these regulations, to a royal salute.

Royal Family or Governor-General passing a camp. Can. 1372. 1453. Whenever any member of the Royal Family or the Governor-General passes along the front of a camp to inspect it, the troops are to turn out and fall in in front of the tents, but not under arms.

Governors of a colony. Can. 1373. 1454. Governors of colonies who are also general officers are entitled in every respect to the honours due to their military rank as well as to their civil office.

Acting appointments. Can. 1374. 1455. Officers temporarily acting in any higher command are entitled, during their tenure, to all the honours and salutes appertaining to such command, provided, so far as artillery salutes are concerned, the officer is not under the rank of brigadier-general.

Officers acting in civil office. Can. 1375. 1456. Officers acting in any civil office are entitled during their tenure to all the honours and salutes appertaining to such office.

Foreign officers. Can. 1376. 1457. The compliments directed in these regulations are to be paid to officers in the service of any Power in alliance with His Majesty, according to their respective ranks.

Saluting colours. Can. 1377. 1458. Officers or soldiers passing troops with uncased colours will salute the colours and the commanding officer (if senior).

Saluting funerals. Can. 1378. 1459. Officers, soldiers, and colours passing a military funeral will salute the body.

Compliments on the march. Can. 1379. 1460. Armed parties in paying compliments on the march will be called to attention, infantry will slope, and rifle battalions trail arms, and the command "Eyes right (or left)" will be given; mounted units will carry swords.

Commanders of parties paying compliments. Can. 1380. 1461. An officer commanding an armed party passing a guard, or paying or returning a compliment, will draw his sword before giving the necessary command. When in command of an unarmed party, he will return the salute with the right hand as he gives the command "Eyes right (or left)." Soldiers in command of parties will conform to the rules laid down for officers.

1462. All officers will salute their seniors before addressing Officers on duty or on parade; when in uniform they will salute saluting. Can. 1381. with the right hand, in the manner prescribed for soldiers. Officers, except when their swords are drawn, are to return the salutes of junior officers and of soldiers. A salute made to two or more officers will be returned by the senior only.

1463. Cadets will salute all officers in uniform, and the Cadets. Can. 1382. officers of their own college, whether in uniform or not.

1464. Officers will salute those officers of the Royal Navy Naval officers. Can. 1383. when in uniform who would be saluted by individuals of corresponding ranks in their own service.

1465. Officers and soldiers boarding any of His Majesty's H.M. Ships. Can. 1384. ships or a foreign man-of-war will salute the quarter-deck.

1466. Warrant officers, N.C.Os. and men, will salute all saluting commissioned officers whom they know to be such, whether officers. Can. 1385. dressed in uniform or not, including officers of the Royal Navy, Royal Marines Auxiliary Forces, and also officers of the Royal Indian Marine when in uniform. They will similarly salute such warrant officers of the Royal Navy as have rank corresponding to that of commissioned officers in the army. Warrant officers and N.C.Os., when wearing swords, will salute with the right hand, irrespectively of the side on which the officer saluted may be passing.

1467. N.C.Os. and men will address warrant officers in the Warrant officers. Can. 1386. same manner as they do officers, but will not salute them.

Official Visits.

1468. Military officers employed as governors, lieutenant-official visits governors, administrators or commissioners, of His Majesty's between navy and army. Can. 1387. colonies, territories or dependencies will be guided in inter-changing official visits with naval officers by the instructions in Appendix X.

Presentation at a Foreign Court.

1469. An officer who wishes to be presented at a Foreign Court will make an application to His Majesty's representative at that Court. Can. 1388.

Guards of Honour.

1470. A guard of honour, as a general rule, of 100 rank and Guards of file with a captain in command, two subaltern officers (one honour of 100 rank and file. Imp. 1795. carrying the standard of cavalry or the King's edour of infantry), a porportion of sergeants, and the regimental band Can. 1389. will attend:—

(i.) Upon the King and other Royal personages; and upon Presidents of Republican States.

(ii.) At State ceremonies.

Similar guards of honour, but with the regimental colour, will attend upon governors and lieutenant-governors administering the governments of His Majesty's possessions on such occasions are customary within their governments. (Guards of honour will not be detailed when the governors and lieutenant-governors are returning after leave of absence, the duration of which has not exceeded three months; nor when they are merely arriving at, or departing to or from, one or other

of the ports within their government; nor on merely changing their residence.)

1471. On receipt of a notification in writing from the Military Secretary, that His Excellency the Governor-General will require an escort, guard of honour or salute, a D.O.C. will immediately order such duties to be carried out by the Permanent Force, or, if a unit of that force be not available by a corps of Active Militia. In such cases the notification from the Military Secretary to His Excellency will be forwarded to Militia Headquarters with the pay-lists.

1472. Application for a guard of honour for a Lieutenant-Governor of a Province, or, in his absence, for the Administrator of the Government, on the opening or prorogation of the Provincial Legislature, will be made to the Officer Commanding the District, who will order such guard under this authority.

1473. Special escorts or guards of honour of varying strengths may be furnished at any time upon the requisition of the Military Secretary to the Governor-General.

1474. When a guard of honour is required in connection with a State ceremony at Ottawa, it will, when the Permanent Force is not available, be furnished by "The Governor-General's Foot Guards."

1475. On all occasions a Guard of Honour will receive His Excellency, the Governor-General, with a "Royal Salute," Standards and Colours lowered, Officers saluting, men presenting arms, and bands playing the first six bars of the National Anthem. The King's Colour will be carried at the opening and prorogation of Parliament and other State Ceremonials; on other occasions, the Regimental Colour.

1476. A general officer appointed to command the Canadian forces shall, upon his arrival take up his command, and upon his departure, when relinquishing his command, be entitled to a guard of honour consisting of 1 captain, 1 subaltern, 2 sergeants, 50 rank and file, with band.

1477. In the absence of the Governor-General, the Administrator of the Government is entitled to receive the same honours as those accorded to the Governor-General.

1478. A guard of honour of 50 rank and file, with two officers, one carrying the regimental colour, and a band, will attend:—

- (i.) When a foreign general or flag officer lands at a military station within His Majesty's dominions to visit the Civil Governor or Officer in Command.
- (ii.) When a naval officer of flag rank commanding in chief lands for the first time at a port within his command.
- (iii.) If deemed expedient to receive distinguished personages, other than those mentioned in para. 1470, or on occasions not specified in para. 1451.

Guard and Sentries.

1479. Guards, including guards of honour, mounted over the person of the King and members of the Royal Family, will pay no compliments except to members of the Royal Family; and guards, including guards of honour, mounted over viceroys and governors within their respective governments will pay no compliments to officers or persons of lesser degree. When any

such guards are visited by officers on duty, they will turn out to them with sloped arms (rifle regiments with ordered arms).

1480. Guards are at all times between reveille and retreat to turn out and pay the compliments specified in para. 1451 to general officers in uniform and to civil governors within the limits of their jurisdiction. Guards and parties on the march will also pay the prescribed compliments to general officers in uniform.

1481. An officer under the rank of a general officer is not entitled to the compliment of the bugle sounding the salute or the drum beating a ruffe, when guards "present arms" to him. An officer who is not in uniform is not entitled to the compliment of a guard turning out, except members of the Royal Family, and governors or lieutenant-governors within the precincts of their governments.

1482. To regimental commanding officers—irrespective of their rank—their regimental guards are to turn out, and presenting arms, once a day.

1483. When a general officer in uniform, or a person entitled to a salute, passes in rear of a guard, the commander is to cause his guard to fall in and stand with sloped arms (rifle regiments with ordered arms) facing the front, but no drum is to beat or bugle to sound. When such officers pass guards while in act of relieving, both guards are to salute as they stand, receiving the word of command from the senior commander.

1484. Guards are to turn out at all times when armed parties* of any branch of the service approach their posts; to armed corps they will present arms, and before other armed parties they will stand with sloped arms (rifle regiments with ordered arms). They will not pay compliments between the sounding of "Retreat" and "Reveille," except to Grand Rounds. They will not turn out to unarmed parties. A mounted party armed, will draw and carry swords to all guards turning out to it.

1485. Honours will be paid by sentries as follows:—

Post of sentry.	Present arms.	Salute.†
Royal residence or furnished from a Royal guard.	Members of the Royal Family. Armed corps.	Officers of all ranks (in uniform). Unarmed parties.
Residences of viceroys and governors.	Viceroys and governors. Armed corps.	Officers of all ranks (in uniform). Unarmed parties.
Residences of Generals.	Generals. Armed parties.	Officers below the rank of general. Unarmed parties.
Other posts.	General and Field Officers. Armed parties.	Officers below field rank. Unarmed parties.

*By the expression "armed party" is meant a party armed with swords or rifles and mounted in the case of mounted units.
By the expression "armed corps" is meant an armed party of a certain strength, namely, a regiment of cavalry, a battery of horse, field, heavy or mountain artillery with its guns, garrison artillery of not less than 2 companies, engineers of not less than 4 companies, a battalion of infantry with or without colours, A.S.C. or C.O.C. of not less than 4 companies.

†The salute will be that prescribed for sentries in "Infantry Training."

Compliments to officers of other services.
Can. 1405.

1486. All guards and sentries are to pay the same compliments to commissioned officers of the Royal Navy and Royal Indian Marine—when in uniform—as are directed to be paid to military officers. Guards and sentries will pay compliments to commissioned officers of departments according to their ranks, or corresponding ranks, as the case may be.

General instructions.
C.O. 115—
1911.
Can. 1406.

Flags to be Flown and Flag Stations.

1487. When two flags of the same description are issued, the smaller is for use in bad weather.

Royal Standard.
C.O. 180—
1912.

1488. The Royal Standard, being the personal flag of the Sovereign, is to be hoisted on official buildings, forts or enclosures, only when His Majesty the King is personally present in the building, fort or enclosure.

In the absence of the Sovereign, when the Queen, the Queen Mother, or the Prince of Wales is present in such building, fort or enclosure, the personal standard of the Royal Personage present is to be hoisted.

Union Flag.
A.G.

1489. The Union Flag shall be flown daily by selected Forts as designated from time to time in Militia Orders and by all Drill Halls.

Government House.
C.O. 115—
1911.

1490. The Union Flag, without any badge, shall be flown at Government House, daily, from sunrise to sunset.

Flag stations.
C.O. 115—
1911.
Can. 1407.

1491. The Union Flag shall be flown daily at the following named points, being raised at sunrise and lowered at sunset:—

Esquimalt, B.C.	Work Point Barracks
Winnipeg, Man.	Fort Osborne Barracks
London, Ont.	Wolseley Barracks
Toronto, Ont.	Stanley Barracks
Kingston, Ont.	Tete de Pont Barracks
Kingston, Ont.	Royal Military College
Petawawa, Ont.	(When troops are in camp)
St. Jean, Que.	The Barracks
Quebec, P.Q.	The Citadel
Fredericton, N.B.	The Barracks
Halifax, N.S.	The Citadel

*Flags in Vessels and Boats.

Governors on board boats.
Can. 1409.

1492. The Union Flag with the approved arms or badge of Canada, as emblazoned in the centre thereof, surrounded by a green garland, shall be used by governors, lieutenant-governors, or officers administering the Government of Canada or the Provinces, when embarked in boats or other vessels.

Armed vessels.
Can. 1410.

1492A. The British blue ensign, with the arms or badge of Canada emblazoned thereon in the fly as shown in the drawing enclosed in the circular despatch of August 23, 1875, and the pendant, will be flown by all armed vessels in the employ of the Government of Canada.

Unarmed vessels.
Can. 1411.

1492. The British blue ensign, with the arms or badge of Canada emblazoned thereon, as described in the preceding paragraph, but without the pendant, will be flown by vessels

*Pattern flags have been prepared and sealed.

which belong to, or are in the service of the Government of Canada, but not armed.

1494. The Union Jack, being the distinguishing flag of the Union Jack, admiral of the fleet only, is not to be flown on military boats and vessels.

1495. Militia Department vessels and boats are authorized to carry the blue ensign with the following devices, &c.:—

- (i.) General service (A.S.C.):—"crossed swords," A.S.O.
- (ii.) Engineers:—"the letters 'R.C.E.'" Engineers.
- (iii.) Artillery and Ordnance services (i.e., boats manned by crews of the Artillery or Canadian Ordnance Corps):—"Canadian ordnance arms."

1496. A special Union Jack bearing in its centre, as a distinguishing mark, the Royal cypher surrounded by a garland on a blue shield and surmounted by a crown, is authorized to be flown by generals commanding stations when embarked in boats or vessels.

1497. When a general commanding embarks in one of His Majesty's ships for the purpose of proceeding on any military duty, this flag may, with the approval of the senior naval officer, be hoisted at the fore of such vessel, and be kept flying within the limits of the military command.

1498. The following is reprinted from Article 117 of the "King's Regulations and Admiralty Instructions, 1906":—"In combined operations of the Navy and Army, should the general officer commanding the military forces be embarked in a ship of war or transport, the distinguishing flag, authorized by Article 114, may be hoisted at the fore of such ship or transport to denote the presence of the headquarters; should the ship bear a vice-admiral's flag, the commander-in-chief will give such directions as he may deem necessary for the general officer's distinguishing flag being displayed elsewhere than at the fore."

Salutes in Boats.

1499. The following are the rules for saluting to be observed in military boats:—

- (1.) When an officer is in the boat—

Rank of officer in boat.	When passing.	Under oars.	Meeting at landing place or alongside ship.
Field Officers..	Admiral or General Officer.	"Lay on Oars", Officer salutes.	Crew "Eyes Front", Officer and coxswain salute.
Field Officers..	Other naval and military officers, in senior.	Officer salutes..	Officer salutes.
Officers below rank of Field Officer.	Admiral or General Officer.	"Lay on Oars", Officer salutes.	Crew "Eyes Front", Officer and coxswain salute.
Officers below rank of Field Officer.	Commodore Colonel... Captain... Leut.-Col.	"Lay on Oars", Officer salutes.	Crew "Eyes Front", Officer and coxswain salute.
Officers below rank of Field Officer.	Other officers of either service whom they know to be senior.	Officer salutes.	Officer salutes.

(ii.) When no officer is in the boat—

When passing.	Under oars.	Meeting at landing place or alongside ship.
Admiral.... General officer.... Commodore... Colonel. Captain.... Lieut.-Colonel.	"Toss Oars", coxswain salutes.	Crew "Eyes Front", coxswain salutes.
All other officers.	"Lay on Oars", coxswain salutes.	Crew "Eyes Front", coxswain salutes.

Note.—In boats fitted with crutches oars are never to be tossed, but the salute should be given by lying on oars.

- (iii.) In steamboats engines are to be stopped in those cases in which, in pulling boats, oars are tossed; engines are to be eased in those cases in which pulling boats "lay on" oars.
- (iv.) Laden boats or those towing or in tow, are not to toss or lay on their oars.
- (v.) Coxswains of boats under oars or sails when an officer is in charge, only salute at landing places.
- (vi.) Salutes in boats, under oars or sails, are to be made sitting down; in other cases standing up.
- (vii.) Boats laying off on their oars are to salute as above, but the bowmen will salute as well as the coxswain.
- (viii.) Boat keepers salute standing up in the ordinary manner.
- (ix.) For a Royal salute the crew toss oars and stand up in double banked boats only.
- (x.) When a general officer is saluted with guns he will, on the first gun being fired, if in a steam boat, stop the engines, or, if in a pulling boat, "lay on oars," and on the last being fired will turn towards the ship and salute.

Saluting Stations.

Can. 1428. 1500. Royal salutes are authorized to be fired at the following stations on the occasions and anniversaries mentioned in para. 1501:—

Victoria.—Work Point Barracks.
Winnipeg.
London.
Toronto.
Kingston, Ont.—Fort Frederick.
Ottawa.
Quebec.—The Citadel Saluting Battery.
Montreal.
St. John, N.B.—Fort Dufferin.
Halifax.—The Citadel.
Charlottetown.—Fort Edward Park.
Regina.

G.O. 78—
1913.

G.O. 215—
1913.

Artillery Salutes.

Royal salutes. 1501. A Royal salute, consisting of 21 guns, will be fired at the stations laid down in para. 1500 in honour of the following personages on the occasions stated:—

1. The Sovereign; a Member of the Royal Family; a Foreign Crowned Head, or Sovereign Prince, or his Consort; a Prince who is a Member of a Foreign Royal Family; the President of a Republican State.

A salute will be fired both on arrival and departure.

II. On the passing of a vessel flying flags denoting the presence of the Sovereign (or members of the Royal Family representing him), the Queen, the Queen Mother, or the Prince of Wales. The presence of the Sovereign (or his representative) is denoted or board any ship of war by the Royal Standard at the main, the flag of the Lord High Admiral at the fore, and the Union Jack at the mizzen, or on board any vessel with less than three masts by the same flags in the most conspicuous parts; the presence of the Prince of Wales or other member of the Royal Family on board any ship is denoted by their respective standards.

No other flag will be saluted in the presence of either the Royal Standard or the Standard of the Prince of Wales or other member of the Royal Family, except the standard of a Foreign Royal Family, or of the President of a Republic.

III. Anniversaries—

The Birthday, Accession and Coronation of the Sovereign.
The Birthday of the Consort of the Sovereign.
The Birthday of the Queen Mother.
Loyalist Day (18th May) at St. John, N.B.

1502. The salute will be fired at noon. In the event of a hours for Birthday or Anniversary upon which a salute is to be fired falling upon a Sunday the salute will be fired on the day following. Can. 1425.

1503. Upon the occasion of the celebration of the birthday of the King or the Queen of a foreign nation, or of other important national festivals and ceremonies, by any ships of war of such nation, a salute not exceeding 21 guns may be fired in conjunction with any of His Majesty's ships that may be present, on official intimation of the intended celebration being received by the officer commanding the troops at the station. Can. 1246.

1504. Salutes, other than royal, will be fired at the stations laid down in para. 1500 in honour of the following Personages and on the occasions stated:— Can. 1427.

At the opening and prerogation of the Dominion Parliament—19 guns.

On the assembling and closing of a Provincial Legislature—15 guns.

Ambassadors Extraordinary and Plenipotentiary—19 guns on arrival and departure.

The Lords Commissioners for executing the office of Lord High Admiral, 19 guns on arrival, and on departure such salute as may be directed.

The First Lord Commissioner of the Admiralty, 17 guns on arrival.

The Militia Council, when travelling in a corporate capacity, 19 guns on arrival and departure (unless orders are received to the contrary). Two members of the Council and a secretary to form a quorum.

The Minister of Militia and Defence, 17 guns, on arrival and departure, when visiting a station officially.

Admirals of the Fleet, 19 guns; Admirals, 17 guns; Vice-Admirals, 15 guns; Rear-Admirals, 13 guns; Commodore (no senior captain being present), 11 guns; on landing for the first time in actual employment. These salutes will not be repeated oftener than once in twelve months, unless the officer shall have received an advance of rank.

The Governor-General of the Dominion of Canada, 19 guns; Lieutenant-Governors or Commissioners, if administering the government, and if holding a commission direct from the King, or acting temporarily for an officer so commissioned, 15 guns:—

- (i.) On first landing in the Dominion.
- (ii.) On reading of Royal Commission and taking oath of office.
- (iii.) On returning from leave of absence exceeding three months.
- (iv.) On finally quitting the Dominion on expiration of term of office.
- (v.) When officially visiting ports within the Dominion, but not oftener at any one place than once in twelve months.

Lieutenant-Governors not administering the government, if holding a commission direct from the Sovereign, 15 guns; by the forts or batteries at the seat of government duly, on first arrival and final departure.

1505. Salutes in honour of officers other than those mentioned in para. 1504, will not be fired by forts except at their funerals, when the number of guns will be as given in para. 1521.

1506. Salutes consisting of the number of guns stated will similarly be fired at the funerals of the following personages under the conditions laid down in para. 1527:—

Ambassadors, 19 guns; Envoys extraordinary and Ministers plenipotentiary and others accredited to Sovereigns (except such as are accredited in the specific character of Minister Resident), 17 guns; Ministers Resident and diplomatic authorities below the rank of Envoy extraordinary and Minister plenipotentiary and above that of Chargé d'Affaires, 15 guns; Chargés d'Affaires or subordinate diplomatic agent left in charge of missions, 13 guns; Agents and Consuls-General, 13 guns; Commissioners and Consuls-General, 13 guns; British or Foreign, when within the dominions of the State to which accredited.

Consuls-General, 11 guns; Consuls, 7 guns (British or Foreign), when within the port to which they belong.

1507. Naval and military officers temporarily acting in any higher command are entitled, during their temporary tenure, to all the honours or salutes that may appertain to that office, provided that no officer under the rank of brigadier-general or commodore is to be saluted in virtue of his naval or military rank in any part of the world.

1508. An inferior naval authority is not to be saluted in the presence of a superior naval authority.

Similarly an inferior military authority will not be saluted in the presence of a superior military authority.

Personal as well as other salutes are included in both cases.

Military officers.
Can. 1428.

Civil functionaries.
Can. 1429.

Temporary command.
Can. 1430.

When superior is present.
Can. 1431.

1509. Such of the authorities mentioned in the foregoing instructions as may, from their rank and appointments, be entitled to be saluted in more than one capacity, will be saluted under that rank which shall entitle them to the greatest number of guns, but on no occasion is the same individual to be saluted in more than one capacity.

1510. A foreigner of high distinction, or a foreign general or flag officer when visiting the governor or the military officer in command (see para. 1478) may, on landing, be saluted with the number of guns which, from his rank, he is entitled to receive from a ship of war of his own nation, or with such number, not exceeding 19, as may be deemed proper; but such salute will not in any case exceed the number of guns given to officers of corresponding rank in His Majesty's Army and Navy.

1511. All salutes from ships of war of other nations to His Majesty's forts are to be returned gun for gun.

Victoria, Quebec and Halifax are the only ports at which salutes with ships of war are authorized to be exchanged.

1512. The captain of a foreign ship of war or the senior officer of more than one of such ships of war, on anchoring at one of the ports mentioned in para. 1511, salutes the British flag with 21 guns, which salute will be returned as in the foregoing paragraph. The salute is fired upon each occasion that a foreign ship of war visits one of the above ports except in the case of such ship of war leaving port temporarily, when, by agreement with the local authorities, the salute on her return may be dispensed with.

1513. His Majesty's ships and His Majesty's forts will not exchange salutes in any port of His Majesty's dominions.

1514. The Governor-General is authorized by the King's Regulations and Orders for the Army to continue to sanction such salutes as may have been customary, and which he may deem right and proper, at religious ceremonies; and further, to cause the usual salutes to be fired at the opening and closing of the House of Parliament or Assembly; but these salutes in no cases exceed nineteen guns.

1515. The foregoing salutes to foreign royal personages and other foreign authorities and flags are only authorized in the case of a government formally recognized by His Majesty.

1516. Salutes other than those authorized by regulations are not allowed, except such as may be necessary for the fulfilment of any treaty obligation; provided that, upon any important occasion (e.g., a great victory gained by His Majesty's Arms), the Governor-General may direct such salutes to be fired as the occasion may seem to him to require.

1517. As a rule, salutes will not be fired before eight o'clock in the morning nor after retreat, nor during the usual hours for divine service on Sundays. The same principle will apply to guards of honour and official receptions. In exceptional cases the course to be pursued will be determined locally.

No person to be saluted in more than one capacity.
Can. 1432.

Salutes for distinguished foreigners.
Can. 1433.

Foreign ships of war.
Can. 1434.

Salutes to foreign ships of war.
II.Q. 20—29—1.

Salutes between forts and ships.
Can. 1435.

Salute sanctioned by government of colonies.
Can. 1436.

Foreign authorities.
Can. 1437.

Salutes in fulfilment of treaty obligation, or special occasions.
Can. 1438.

Saluting hours.
Can. 1439.

Military Funerals.

When to be ordered.
Imp. 1880.
Can. 1448.

1518. A military funeral will be accorded to an officer or man who dies on service and is buried within reasonable distance of the locality occupied by the troops with which he was serving at the time of his death; but if any expense is involved for the use of the gun carriage or the attendance of troops, such military funeral will not be ordered without special authority from Militia Headquarters.

Those not entitled.
Can. 1440.

1519. Officers and men who are not on service at time of death are not entitled to military funerals but, if circumstances permit and no expense to the public is involved, facilities may be afforded for such funerals.

Firing parties.
Can. 1443.

1519A. Firing parties will only be detailed for strictly military funerals.

Gun carriages.
Can. 1441.

1520. Gun carriages may be supplied for military funerals, at all places where field batteries are available, upon application, to the D.O.C.

Salutes and attendance.
Can. 1445.

1521. Military funerals are to be saluted by forts or field guns and attended (subject to the provisions of paras. 1518 to 1520) in accordance with the following table:—

Rank or corresponding rank.	Salute of guns.	Rounds of small arms.	Troops to attend with due proportion of officers.
Major-General.....	13	3 rounds in each case.	2 battalions and 3 squadrons.
Brigadier-General.....	11*		1 " " " "
Colonel Commanding.....	"		His own regiment or detachments equivalent thereto.
Lieut.-Colonel.....	"		300 rank and file
Major.....	"		200 " " "
Captain.....	"		His own company or 100 men.
Lieutenant.....	"		40 rank and file, under a lieutenant.
Warrant officer.....	"		25 rank and file, under a sergeant.
Sergeant.....	"		10 rank and file, under a sergeant.
All other grades.....	"		15 rank and file, under a sergeant.

*Only when commissioned as Brigadier-General.

Minute guns.
Can. 1444.

1522. At the funeral of a general or flag officer, or of a commodore or brigadier-general dying upon active service, minute guns are to be fired while the body is being borne to the burial ground, but these minute guns are not to exceed the number as in para. 1521. When any such officer who has died when afloat is to be buried on shore, minute guns are fired from the ship, if a ship of war, while the body is being conveyed to the shore, and, where the means exist, minute guns will be fired from the shore while the procession is moving from the landing place to the burial ground. The total minute guns so fired must not exceed twice the number of guns as in para. 1521.

Salutes after interment.
Can. 1445.

1523. The salute of guns prescribed by para 1521 or, in the case of a flag officer or commodore, a salute of the number of guns to which the deceased was entitled when living, will be fired after the body is deposited in the grave.

1524. The pall-bearers are to be of the same rank as that held by the deceased, but if a sufficient number of that rank cannot be obtained, officers next in seniority are to supply their places. Can. 1446.

1525. Honours paid at the funeral of a staff or departmental officer are to be regulated according to his rank, or corresponding rank, as the case may be. Can. 1447.

1526. In addition to the firing parties, the funeral of an officer will be attended by the officers, that of a warrant officer by the warrant officers, that of a sergeant by the sergeants, and that of a corporal by the corporals, of the corps to which the deceased belonged or was attached. The funeral of a N.C.O. or private will be attended by the company, &c. (officers included), to which he belonged, or was attached. Can. 1448.

Minute Guns at Civil Funerals.

1527. At the funeral of a civil functionary the same number of guns will be fired as minute guns, while the procession is going to the burial ground, as he was entitled to as salutes when living. Salutes of guns are not to be fired as part of the funeral ceremony of a civil functionary not entitled to such salutes when living. Can. 1449.

Salute to Remains of Distinguished Foreigners, &c.

1528. Should a vessel carrying the remains of a foreigner of high distinction, foreign general, or foreign flag officer, arrive during saluting hours at any authorized saluting station the same number of minute guns will be fired on its arrival as the deceased was entitled to, under paras. 1504, 1510 and 1521 when living. Can. 1450.

1529. The order to be observed and further directions in respect to funerals will be found in Ceremonial. Can. 1451.

1530.

1531.

1532.

1533.

1534.

SECTION XIV.—OFFICE WORK, CORRESPONDENCE, DOCUMENTS, RETURNS, BOOKS AND RECORDS.

1.—OFFICE WORK AND CORRESPONDENCE.

General Instructions.

Unnecessary correspondence. Can. 1452. 1535. An officer will only in exceptional circumstances refer to superior authority matters which he has power to decide himself. A general officer will impress upon officers the desirability of dealing promptly with correspondence, and will suppress any tendency to unnecessary correspondence.

Transmission of correspondence. Can. 1453. 1536. An officer is responsible for the correctness of documents submitted by him. In transmitting correspondence to higher authority, he is to record his opinion or recommendation thereon, adding such observations, based on local knowledge, as may enable a final decision to be arrived at.

Correspondence. Channel of communication. Can. 1454. 1537. Correspondence will usually be dealt with as indicated below:—

- (i.) Important matters, requiring the individual opinion of every officer comprised in the chain of command, must be passed through the hands of all such officers to District Officers Commanding, and, if necessary, to Militia Headquarters.
- (ii.) Other matters, which do not require the individual opinion of each officer in the chain of command, may be transmitted direct to the authority who has power to dispose of the case, copies of précis of the correspondence being sent to any officer in the chain of command whom it is considered desirable to keep informed on the subject, but through whose office the correspondence has not actually passed.
- (iii.) Routine matters in which it is not necessary for the intermediate officers to be informed, and regarding which direct communication is authorized, will be so dealt with.
- (iv.) Upon purely instructional matters, the Officer Commanding a School of Instruction may correspond direct with the Director of Military Training at Militia Headquarters; but such correspondence will not include any matter upon which the D.O.C. concerned should be informed.

Upon similar subjects, Organizers and Inspectors of Cadets may correspond in like manner direct with the Director of Cadet Services at Militia Headquarters.

As no rules can be laid down classifying subjects as (i.), (ii.), or (iii.), the responsibility of deciding the course to be adopted will rest with the officer originating the correspondence.

It may happen that correspondence may pass from one of the above categories to another. In such cases the officer i/c the papers when the charge occurs will be responsible that they are passed through the proper channel.

1538. The rules as to the general method of conducting correspondence are laid down in the "Procedure in regard to Conduct of Business" and will be strictly adhered to.

All official letters received in military offices will be opened by an officer.

Method of conducting correspondence. Letters to be opened by an officer. Imp. 1848A. Jan. 1455.

1539. Official letters are to be written on foolscap paper with quarter margin. Memoranda may be written on half foolscap size, and both are to be headed thus:—

(Here state From (Officer or head of department.)
subject) To (Officer or head of department.)
(Office Number) Station Date

Each subject must be treated in a separate letter, and is to be briefly indicated in the upper left-hand corner of the letter, thus:—Discipline—Equipment—Transport—Routes, &c. Paras. are to be numbered and enclosures described in the margin, or in a separate schedule. Unnecessary enclosures are to be avoided, and blank leaves removed. The rank and unit or appointment of officers are to be added after their signatures. Signatures are to be in manuscript and not stamped. When a communication has reference to previous correspondence, the registered numbers, and dates, of the former letters are to be quoted.

1540. Unless instructions are given to the contrary, replies, Minutes or remarks, or queries arising out of an original letter or memorandum are to be made in the form of minutes. The first minute is to follow where the original ends, and the person who affixes it will mark the original No. 1, and his minute No. 2. Each succeeding minute is immediately to follow that which by date precedes it, and will be numbered in sequence. A fresh half-sheet is to be added, when required. Attached documents and enclosures will be added at the end of the file in the order in which reference is made to them, and each should be distinguished by the number of the minute with the addition of A, B, C, &c., to denote the first, second, third, &c., enclosures.

Correspondence addressed to individuals unconnected with the Militia will be treated in the manner customary in civil life, and replies will not be sent in minute form.

Jan. 1845. Can. 1455.

1541. Correspondence, returns, &c., for Militia Headquarters will be addressed to the "Secretary, Militia Council, Ottawa." Correspondence with Local correspondence will not ordinarily be forwarded; if the matter cannot be clearly elucidated in the letter, a précis of the local correspondence, bringing out the salient points, will usually suffice. Replies to Militia Headquarters' letters will bear in addition any further address indicated in those letters, and must quote the Militia Headquarters' registered number. All envelopes containing periodical returns are to be inscribed "Returns" in the left-hand upper corner.

Can. 1457.

1542. When documents (other than periodical returns or Memo to be statements), plans, or other articles are forwarded to Militia Headquarters in a separate parcel, they will be accompanied by a memorandum identifying them with the letter to which they refer.

Jan. 1458.

Addresses on official correspondence. Can. 1459. 1543. Official communications intended for Militia Headquarters are to be transmitted through the D.O.C. except as provided in para. 1557.

Envelopes enclosing letters for the D.O.C. and for brigade commanders, and their staffs, and for officers i/c records, are to be addressed as follows:—

Headquarters..... Military District..... (Station)
Headquarters.....th Brigade (Station)
(Arm or branch of service) Record Office..... (Station)

Can. 1460. 1544. A D.O.C. or an O.C. brigade will himself sign letters intended for superior authority which are initiative or important in their character. When such O.C. is absent, letters of an urgent character may be signed by an officer of his staff. In letters so signed "for D.O.C. &c.," the cause of the officer's absence will be stated.

Correspondence between officers in command and staff officers. Can. 1461. 1545. In direct correspondence between general officers, between C.O.s, and between heads of departments, letters are to be signed by these superior officers themselves. When an officer employs his staff to conduct any correspondence with another officer of equal rank or position, the staff of that officer is to be addressed. The general rule being that official correspondence will be conducted between equals in rank, and that any officer of junior rank corresponding with an officer of senior rank will do so through the staff officer of the latter.

Correspondence relating to dress. Can. 1462. 1545. Correspondence regarding amendments recommended to be made in the various books of regulations or alterations in the patterns of clothing, necessaries and military stores or ammunition will be referred to Militia Headquarters.

Correspondence on A.S.C. allowances. Can. 1463. 1547. Demands, indents and correspondence connected with food, forage, fuel, light, quarters, furniture, field and separation allowances, travelling expenses and allowances transport, or the issue of allowances in lieu, and the custody, sanitary condition, appropriation, and equipment of buildings in which troops are quartered, will be addressed to the officer i/c supplies, transport, or barracks at the station, for settlement or for submission for the orders of higher authority.

On ordnance services. 1548. Demands, indents, and correspondence relating to equipment, clothing, and military stores, the correspondence relating to which is not otherwise regulated, will be addressed to the Senior Ordnance Officer.

On disallowances. 1549. Representations respecting allowances connected with the foregoing services will be forwarded to the D.O.C.

Correspondence with O.C.s. Can. 1464. 1548. The officer i/c barracks will correspond direct with O.C. units or detachments on matters relating to the troops under their orders, in which the intervention of the O.C. station is not required.

Applications from officer or commander. Can. 1465. 1549. An application from a regimental officer is to be submitted to the D.O. through the adjutant. An application from a N.C.O. or man is to be made to his company, &c., commander, who, if necessary, will lay it before the C.O. of the unit.

Circular letter. Can. 1466. 1550. Copies of all Militia Headquarters circular letters in force will be kept on a file. Their contents will be communicated to all units concerned.

Non-official enclosures. Can. 1467. 1551. Letters not on public service are not to be enclosed under official covers.

Documents and Maps Marked Secret, Confidential, or For Office Use Only.

1552. A document or map marked "Secret" is intended only for the personal information of the individual to whom it is officially entrusted, and of those officers under him whose duties it affects. He is personally responsible for its safe custody, and that its contents are disclosed to those officers and to them only. The existence of such a document or map is not to be disclosed by him or them to any person without the sanction of superior military authority. A confidential document issued by the Admiralty, marked "No. to be communicated to officers below the position of C.O. of His Majesty's Ships" is to be treated as "Secret," if issued to officers of the militia, and must be so endorsed on receipt.

1553. A document or map marked "Confidential" is of a privileged nature. The contents are only to be disclosed to authorized persons, or in the interests of the public service.

1554. The information contained in a document or map marked "For official use only" is not to be communicated to the press nor to any person not holding an official position in His Majesty's Service.

1555. Documents and maps classed as "Secret" or "Confidential," are not to be referred to in any catalogue or publication which is not itself a document marked "Secret or Confidential," as the case may be. The only legitimate use an officer or soldier may make of documents or information of which he becomes possessed in his official capacity is for the furtherance of the public service in the performance of his duty. Publishing official documents or information or using them for personal controversy, or for any private purpose, without due authority, will be treated as a breach of official trust under the Official Secrets Act, 1911.

1556. A letter of a secret or confidential nature is to be marked "Secret" or "Confidential" as the case may be. Such a letter should be enclosed in two envelopes, of which the inner one only should be marked "Secret" or "Confidential," and the outer one should be inscribed with the address only. A confidential plan or other document is to be similarly treated. In the case of a confidential report on an officer, the inner envelope should be so marked as to indicate its contents. Secret correspondence will be marked as follows:—

If sent to or from Bermuda. . . "By Canadian or Halifax Packet."

" " " " " other stations by sea. . . "By British Packet."

1557. Secret documents and maps issued for retention in safe custody commands will be sent to the D.O.C., who will be held by D.O.C. responsible for the safe custody of these documents, and their distribution to those concerned. The individual receipts will be retained by him for reference and a list will be furnished to Militia Headquarters showing how the documents, &c., have been distributed. When a document becomes obsolete and has to be destroyed, he will obtain certificates of destruction and will inform Militia Headquarters of the serial numbers of the copies destroyed.

Should any such book, document, or map be lent by the officer responsible for its safe custody to an officer authorized by paras. 1552 and 1553 to be made acquainted with its contents, a receipt will be obtained from the officer to whom it is lent, which will be retained until the book, document or map is returned.

The D.O.C. will forward to Militia Headquarters annually on the 1st of November a list of the secret books, documents and maps for which he is responsible, with the certificate thereon duly completed. Should any subordinate officer in his command be temporarily in charge of any of the secret books, documents or maps enumerated in the list, such officer will also forward a supplementary list duly completed, so as to reach the D.O.C. not later than 31st October.

Casualties, &c., of documents issued from Militia Headquarters.
Cn. 1474.
A.Os. 88 & 402-1918.

1558. Confidential books, documents and maps will be preserved and dealt with as public property. Publications of this nature may be deposited in reference libraries (see para. 770). A list will be kept by the O.C. the unit or other person responsible for them, who, when relieved in his appointment or on change of station of the unit of which he is in command, will first have the list verified at District Headquarters, and then hand over both the list and the articles to his successor or to the O.C. the incoming unit, as the case may be, taking a receipt from him. Whenever any deficiency is discovered, a report will be made to the O.C., who will take such disciplinary steps as the case may demand.

1559. Books, documents and maps, including those marked "For official use only" issued from Militia Headquarters for the public service, will be dealt with, as regards custody and handing over, in a similar manner to that laid down in para. 1553 for confidential books. Whenever any deficiency is discovered a requisition for another copy, on payment, will be forwarded through the D.O.C. in the manner prescribed in the Regulations for Supply, Transport and Barrack Services.

Publications marked "For official use only" may be deposited in officers' mess libraries (see para. 771) when issued for that purpose.

2.—REPORTS AND RETURNS.

Periodical Returns.

Periodical returns.
Cn. 1475.

1560. The reports and returns specified in Appendix XI. are to be furnished by the officers indicated therein. Single copies only are required, unless otherwise directed, and are to be sent to Militia Headquarters through the usual channel.

Casualties, &c.

Casualties.
Cn. 1476.

1561. Should an unusual number of deaths or desertions occur, the C.O. will transmit, with the monthly return, a report stating the causes thereof, the remedial and precautionary measures taken to check any particular malady, and the measures adopted for the apprehension of deserters and for checking desertion.

1562. Immediately on the death of a soldier, his rank, name, regimental number, the place, date, and cause of death, and the probable time of burial will be notified by telegram to the next-of-kin, if residing in the country in which the death took place. In all cases whether a telegram is sent or not, a letter, written and signed by an officer, will be sent to the next-of-kin giving the above particulars, as well as all information as to duration of illness, and any other matters likely to be of interest, and directing, when necessary, that application regarding his effects should be addressed to the Secretary of the Militia Council direct.

1563. A deserter is not to be struck off the strength until the declaration of the court of inquiry has been made and recorded. Until such time he is to be returned as "absent without leave," although he may have been reported as a deserter.

1564. When an officer or soldier on active service is reported to be missing and cannot be satisfactorily accounted for, a court of inquiry will be assembled to collect all evidence of the case, and will record an opinion as to whether it is reasonable to suppose that the officer or soldier is dead.

The court will be convened after such time as the C.O. may consider necessary to allow of the circumstances of the casualty being cleared up, but, if not previously held, the court will be convened in any case at the end of six months.

The proceedings will be forwarded to Militia Headquarters. When the officer or soldier is declared by the court to be dead, the same procedure will be adopted as if he had been killed in action.

Inquiries Regarding Soldiers.

1565. When inquiries are made for a soldier by his friends, the O.C. unit will use dispatch in answering them and give the best available information. Should a soldier inquired for belong to another unit, the application will be transferred to the officer concerned, and the applicant informed accordingly.

Should the soldier inquired for be dead, the date, place, and cause of death may be given, but no information regarding his birth, description, regimental number, military history, or next-of-kin, will on any account be supplied to the applicant. In such a case the application will be forwarded to Militia Headquarters with a covering letter, for any further action that may be necessary.

3.—BOOKS.

General Instructions.

1566. Officers, warrant officers and non-commissioned officers, as designated in Militia Book No. 71 ("List of Militia Books issuable, &c."), will be provided with the latest editions of the books mentioned therein, which they will be required to produce at inspections. These books will at first be supplied on requisition, at the public expense, and new editions will be issued when published. When an officer, warrant officer

or non-commissioned officer ceases to belong to a unit of the Militia, he will hand over the books in his possession to his Commanding Officer, or, in the case of an officer commanding a unit, he will hand them over to his successor.

Militia Books, Etc., to be kept by Record Offices and Units.

List of books
to be kept.
Can. 1482.

1567. The books to be kept up by every record office and unit are shown in the following tables.

The officer i/c records or the commanding officer of the unit is responsible that the books are properly kept, and he should examine them periodically and see that they are correct and written up to date.

King's Regulations and Orders for the Canadian Militia, 1917, Para. 1567 (XII), Table II, insofar as it refers to the issue of Militia Book No. 67 "Regimental Diary of Parades" is canceled; Units of the Active Militia will, therefore, not be required to provide themselves with a copy of this Book.

(H.Q. 1772-39-241.)
(P.C. 504 of 28-2-18.)

TABLE I. (a).
PERMANENT FORCE

NOTE.—This table is not intended to show the number of copies of each book to be kept by record offices and units, which will depend upon the circumstances of the case.

BOOKS.	Reference Number	Regiments of Cavalry, Batta- lions of Infantry and their Depots	H.Q. of Regiment and Record Office	Lieut.-Colonel's Command, R.C.A.	Batteries and Companies	R.C.A.	R.C.E.				C.P.A.S.C.				P.A.M.C.				C.O.C.				C.A.P.C.				REMARKS.	(c) To be kept in H.Q. only	(d) Esquimaux Company only.	(e) Only in the case of Offi- cers victi- mized by Court-mar- tial.	(f) Also Units having their report on animal.
							Office Administrative, and or Detachment	Office Commanding Company or Detachment	Office Administrative, and or Detachment	Office Commanding Company or Detachment	Office Administrative, and or Detachment	Office Commanding Company or Detachment	Office Administrative, and or Detachment	Office Commanding Company or Detachment	Office Administrative, and or Detachment	Office Commanding Company or Detachment	Office Administrative, and or Detachment	Office Commanding Company or Detachment	Office Administrative, and or Detachment	Office Commanding Company or Detachment	Office Administrative, and or Detachment	Office Commanding Company or Detachment	Office Administrative, and or Detachment	Office Commanding Company or Detachment	Office Administrative, and or Detachment	Office Commanding Company or Detachment					
i. General Orders (file)	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
ii. List of Changes in War Material (file)	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
iii. Army Orders (file)	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
iv. Regimental Order Book, Part I (file)	M.B. 60	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
v. Regimental Order Book, Part II (file)	M.F.—D. 873	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
vi. Record of Officers' Ser- vices	M.B. 42	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
vii. Regimental Register of Soldiers' Services, and Register of Marriages, Births and Deaths	A.B. 358	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
viii. Discharge of Regi- ment	M.B. 60	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
ix. Attestations (portfolio)	M.B. 44	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
x. Regimental Conduct Book	M.F.—B. 263	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
xi. Regimental Conduct Book	M.F.—B. 263	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
xii. Regimental Conduct Sheet (Men)	M.F.—B. 263	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
xiii. Letter Book	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
xiv. Register of Postage	M.B. 40	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1

(e) Video Regulations for Engineer Services.

[illegible]

Company, etc., Books.

i.	Squadron, Battery or Company Roll Book.....	M.B. 54
ii.	Order Book	M.B. 36
iii.	Conduct Book (M.B. 43, containing.....)	M.F.—B. 203
iv.	Messing Book	M.B. 29
v.	Cash Book and Ledger.....	M.B. 4
vi.	Personal Clothing Issues (File).....	M.F.—C. 614
vii.	Quarterly Indents on Ordnance for Clothing, etc. (File)	M.F.—C. 573
viii.	Monthly Indents on Quartermasters for Clothing and Necessaries (File).....	M.F.—C. 635
ix.	Weekly Indents on Quartermasters for articles on repayment (File).....	M.F.—C. 512
x.	Description of Horses (Mounted Corps).....	M.B. 13

ACTIVE MILITIA

NOTE.—Units of the Active Militia will be given a free issue of the Militia Books designated below. To ensure uniformity, these books will be obtained from Militia Headquarters on requisition. G.O. 112—1912.

Books.	Reference Number.	REMARKS.
REGIMENTAL BOOKS.		
i. General Orders (file)		
ii. List of Changes in War Material (file)		
iii. Militia Orders (file)		
iv. District or Brigade Orders (file)		(a) Circumstances affecting the service and pay of N.C.O.'s and men will be entered in Regimental Order Book Part II., but the keeping of a Casualty Book showing the above is recommended.
v. Regimental Order Book, Part I.	M.B. 60	
vi. Regimental Order Book, Part II. (file or Casualty Book) (a)	M.F.-D. 873.	
vii. Record of Officers' Services (b)	M.B. 42.	(c) These two books may be combined, Part I. being Record of Officers' Services, and Part II. Digest of Services of Regiment.
viii. Digest Services of Regiment (b)	M.B. 60.	
ix. Letter Book (h)		(c) In Rural Corps the daily Regimental Parade State will take the place of this Book.
x. Guard Book for Letters, copies of Instructions, etc.	M.B. 11.	
xi. Register of Correspondence	M.B. 35.	(d) To be kept by Veterinary Officers in accordance with Pay and Allowance Regulations.
xii. Regimental Diary of Parades (c)	M.S. book	

Books.	Reference Number.	REMARKS.
xiii. Officers' Duty Roster.....	M.B. 15.	(e) In account with Militia Headquarters (Artillery Units use this Book for Clothing and Personal Equipment only).
xiv. Register of Horses, Mounted Corps (d).....	M.B. 13.	
QUARTERMASTERS' BOOKS.		
i. Equipment Ledger (e).....	M.B. 50.	(f) In account with O.C. Companies.
ii. Equipment Ledger (f).....	M.B. 50.	
iii. Equipment Ledger (g).....	M.B. 50. (f)	(g) In account with individuals, Regimental Staff.
iv. Letter Book (h).....		(h) The keeping of this Book is optional.
v. Guard Book for copies of Reports of Boards of Survey on Clothing, etc.....	M.B. 11.	
SQUADRON, BATTERY OR COMPANY BOOKS. (i)		
i. General Orders (file).....		(i) These Books will be kept for details of Regimental Staff by the Adjutant.
ii. List of Changes in War Materiel (file).....		(j) A supply will be kept Regimentally, and sheets as required will be obtained by O.C. Companies, etc.
iii. Militia Orders (file).....		(k) City Regiments, Rural Companies, Squadrons, Batteries and other Units in account with Militia Headquarters (Artillery Units use this M.B. for Clothing and Personal Equipment only).
iv. Order Book.....	M.B. 36.	
v. Conduct Sheets (j).....	M.F.-B. 203.	(l) Companies of City Regiments in account with Quartermaster.
vi. Service Roll.....	M.F.-B. 323.	(m) All Units in account with individuals of units.
vii. Nominal Roll and Attendance at Drill Book.....	M.B. 28.	(n) Artillery Equipment.
viii. Equipment Ledger (k).....	M.B. 50.	(o) To contain:—i. Section Roll; ii. Addresses (residential and business); iii. Record of Attendance at Drill.
ix. Equipment Ledger (l).....	M.B. 50.	(p) To show colour, age, height, sex and casualties (such as sickness, etc.).
x. Equipment Ledger (m).....	M.B. 50. (f)	
xi. Equipment Ledger (n).....	M.B. 53, 53a, 53b, 53c, 53d.	
xii. Duty Roster.....	M.B. 18.	
xiii. Section Pocket Book (o).....		
xiv. Descriptive Roll of Horses (Mounted Corps) (p).....	M.B. 13.	

Order books.
Can. 1482A.

1568. All Army, General and Militia Orders (including lists of changes in war materiel) received from Militia Headquarters, and corps orders, R.O.E., A.S.C., A.M.C. and C.O.C. are to be kept in guard books. Each volume will contain orders, &c., for one year, and will be numbered and indexed.

Registered letters received.
Can. 1488.

1569. A register of all letters received will be kept in M.B. No. 35.

Letter book.
Can. 1488A.

1570. All official letters on regimental business are to be entered in the letter book. It should be kept in two parts, one for the entry of letters to departments, and one for those to individuals. The book is to contain an alphabetical index, and a separate index for the public departments. It need not

be kept beyond three years after it is completed, but copies of such letters as may be likely to be required for reference must be preserved.

1571. Copies of all returns are to be kept in a guard book in order of date. They may be destroyed after three years.

1572. The orders of a unit will be divided into two parts, Orders of unit.
Can. 1484A.

as follows:—
Part I. will deal with training, manoeuvres, parades, and matters which do not affect a soldier's pay, service, or documents; Part II. (M.F.—D. 873) with matters which affect a soldier's pay, service, or documents.

Part II. of orders, prepared on M.F.—D. 873, will be framed in the identical words in which the entry is to be made in original and duplicate attestations. Every circumstance which affects a soldier's service or pay, will be published in Part II. of orders immediately after its occurrence. When a soldier becomes eligible to draw a higher rate of pay, the fact will be published in Part II. of orders.

Copies of Part II. of orders (or a notification that none have been issued) will be sent weekly, and on the last day of each month to the District Paymaster and to the officer i/c records, who will retain them for reference. The weekly copies will be despatched so as to reach the above officers on Mondays.

Each issue of each Part of orders will be numbered consecutively, commencing on the 1st January of each year, and each item will be given a sub-number.

A box file will be used by officers i/c records and C.Os. for filing these orders. Parts I. and II. will be kept in separate files. C.Os. will review Part I. of orders annually, and any matter affecting the permanent orders of a unit will be noted.

Company, &c., Books.

1573. For the books to be kept by companies, &c., in the Permanent Force, see para. 1567, Table I. (b).
Can. 1485.

Books—Active Militia.

1574. For the books to be provided out of the annual allowance and to be kept in each regiment, company, &c., and transferred by officers retiring to their successors, see para. 1567, Table I.
How provided.
Can. 1486.

1575. The above books must be produced by officers commanding units at every inspection in order to entitle them to receive the government grant for books, stationery and postage.
Inspection.
Can. 1487.

1576. The records of service of officers will be carefully kept at headquarters of each corps. Inspecting officers will carry out their annual inspections to see that this order is promptly carried out.
Record of officers' services.
Can. 1488.

1577. When corps of the Active Militia are on service, requisitions are to be forwarded from time to time, approved by the commanding officer of the station, for such books and stationery as may be absolutely required for the orderly room.
Can. 1489.

and paymaster's office, and the same will be provided by the department.

Free issue of books.
Can. 1490.

1578. The books authorized to be supplied to each unit on service, on application of commanding officers, are:—

One regimental order book, one officer's duty roster, and, for each company, &c., one company, &c., order book, one conduct book, one company, &c., ledger, one duty roster.

4.—RECORDS—PERMANENT FORCE.

Officers' Services.

Record of officers' services.
Can. 1491.

1579. M.B. No. 42 will be carefully kept up. Each officer will, on first joining his corps, affix his signature to the "Personal Particulars," and will initial all subsequent entries under that heading. All other entries in the form will be initialled by the C.O. of the unit in which the officer is serving at the time they are made. On an officer ceasing to belong to the corps, the C.O. and the adjutant of the corps will affix their signatures to the form, which will then, as far as the corps is concerned, be considered closed.

Soldiers' Services.

Number of soldiers.
Can. 1492.

1580. A soldier when posted or transferred to a corps will receive a regimental number in that corps.

Always to be used in documents.
Can. 1493.
Not to be changed.
G.O. 41—1911.

1581. In all documents relating to a soldier, his regimental number will precede his name. This number will not be changed as long as he remains in the corps, and will be again allotted to him should he re-enlist in the corps. If he is transferred, deserts, is discharged, or dies, the number will not be given to any other soldier. A soldier promoted to warrant rank will retain his regimental number.

Procedure on change of name by a soldier.
Can. 1494.

1582. The name in which a soldier is attested cannot be erased from his attestation or documents. If a soldier who has enlisted under an assumed name wishes his true name to be added in his records, he must, at his own expense, make a statutory declaration before a magistrate to that effect.

The man should be warned that, if the declaration so made is untrue in any material particular, he is liable to be indicted for perjury.

Recording new name.
G.O. 107—1910.

The true name will then be recorded, as an alias, after the assumed name wherever the latter appears on the documents and in all documents subsequently prepared the true name only will be used. The statutory declaration will be preserved with the soldier's original attestation. (See para. 1587.)

Attestation.
Can. 1495.

1583. The service of each soldier will be recorded on his original and duplicate attestation papers.

Original and duplicate attestations will be filed in portfolios, in numerical order, an alphabetical index being kept in each volume.

Attestation defaced or lost.
Can. 1496.

1584. Should either the original or duplicate attestation be lost or become so injured as to render it useless, a certified copy of the attestation will be substituted for it. An entry as

follows will be made in red ink at the top of the first page of the copy:—

COPY ATTESTATION.

"Substituted for (original or duplicate) attestation, in accordance with King's Regulations, para. 1584."

.....Signature of C.O.

Station

Date

1585. The officer i/c records is to be furnished with the information for keeping these records completed up to date; this information will be furnished in Part II. of orders, as specified in para. 1572. Information for completion of original attestation.
Can. 1496A.

1586. Original attestations will be sent to the officer i/c records, and will be disposed of as laid down in para. 1606. Custody of original attestation.
Can. 1497.

The original attestation of a warrant officer or N.C.O. serving on the District, garrison, or gymnastic establishment, and of a soldier who is borne as supernumerary on the regimental establishment, will remain in the custody of the officer i/c records of the corps to which he belongs.

1587. The following documents will be attached to the original attestation:— Documents attached to original attestation.
Can. 1498.

- (i.) Proceedings of court of inquiry on injuries sustained and on men reported missing while on active service.
- (ii.) Attestations of fraudulently enlisted men, and of men improperly re-enlisted while belonging to the army reserve, for corps in which they have not been held to serve.
- (iii.) Authority for special enlistment.
- (iv.) Compulsory stoppages.
- (v.) Certificate of character.
- (vi.) Re-engagement paper.
- (vii.) Declaration of change of name.
- (viii.) Certified record of any service under a previous attestation which the soldier has been allowed to reckon towards pension.
- (ix.) Certificates of trade proficiency.

1588. On the enlistment of the recruit the duplicate attestation will be sent to his C.O., and will, except on active service, invariably accompany the unit. Custody of duplicate attestation.
Can. 1499.

1589. The following documents will be preserved with the duplicate attestation:— Documents attached to duplicate attestation.
Can. 1500.

- (i.) *Regimental conduct sheet.
 - (ii.) Compulsory stoppages. *See para. 1596.
1590. Any alteration as to the soldier's next-of-kin will be entered on his duplicate attestation and notified to the officer i/c records. Next-of-kin.
Imp. 1911.

1591. A record of the declaration of a court of inquiry held to record the illegal absence of a soldier is to be entered by the C.O. in a regimental book (Militia Book No. 68), kept exclusively for the purpose of recording such declarations, the entry being vouched by his signature, after he has inserted on the record the ranks, names and corps of the president and members of the court of inquiry. When the record has been Courts of inquiry on absentees.
Can. 1501.
G.O. 78—1913.

duly made the C.O. will destroy the original proceedings of the court of inquiry, M.F.—B. 303 (see para. 636).

These records, or true copies purporting to bear the signature of the officer having the custody of the regimental book in question, will, on the trial of a soldier, be admissible in evidence of the facts therein stated. All copies of the declaration which may be required, whether for production in evidence before a court-martial or as vouchers to militia accounts, are to be prepared from the record in the aforesaid regimental book, and certified as true copies by the officer charged with its custody.

Statement of Services.

Entries in
attestations.
Can. 1502.

1592. Every variation affecting a soldier's service will be entered in his statement of services or military history sheet, as it occurs, or as soon as it is reported in Part II. of orders, as follows:—

(i). Promotion to or reduction from any rank.	See para. 316.
(ii). Grant or deprivation of any appointment.	Such as lance corporal, bandsman on the establishment, drummer or bugler, class of orderly in the P.A.M.C., or shoemaker on the establishment.
(iii). Re-engagement.	Entry to be made thus:—"Re-engaged for the Regiment, at on"
(iv). Conviction by civil power of an offence committed before enlistment—if absent from duty in consequence of the sentence.	An entry to be made explaining absence from duty.
(v). Every conviction by court-martial or civil power.	Entry to be made immediately after promulgation, or receipt of certificate of conviction by civil power, except as provided in para. 1596 (iii).
(vi). Absence without leave exceeding five days, if service is forfeited and detention awarded by C.O. exceeding seven days.	Entry to be made immediately after disposal of case.
(vii). Transfer to other corps.
(viii). Posting to other portions of same corps.
(ix). Date and cause of becoming non-effective.
H.Q. 8150— 2—2. (x). Entries of forfeitures of deferred pay.	Entry to be made thus:—"Forfeited days' deferred pay at per day."

Military History Sheet.

Can. 1502.

1593. The whole of a soldier's service from date of attestation will be recorded in the military history sheet.

Medical History Sheets.

1594. Medical history sheets will be kept in the medical inspection room, or where there is no inspection room they will be kept in the military hospital. Can. 1503.

The following entries in medical history sheets will be made by O.S.C. units:—Insertion of regimental numbers, dates and places of enlistment; transfers to other corps, and dates of arrivals at, and departures from, stations; or of embarkations in, or disembarkations from, troopships or transports; and records of courts of inquiry on injuries.

Officers' and Warrant Officers' Court-Martial Records.

1595. (i.) Regimental conduct sheets, M.F.—B. 233, will be kept as confidential documents, in every unit and corps, for officers therein serving, who have been convicted by court-martial. Entries will be made as detailed in para. 1596. If an officer who has been convicted by court-martial exchanges, or is transferred or posted to another unit or corps, the sheet will be sent to his new C.O. Can. 1504.

(ii.) The conviction by court-martial of a warrant officer will be entered in his regimental conduct sheet.

Regimental Conduct Sheets.

1596. A regimental conduct sheet (M.F.—B. 263) will be made out for every N.C.O. and man. The regimental conduct sheets of N.C.Os. of the rank of colour-sergeant and upwards will be kept as confidential documents; those of other N.C.Os. and men will be kept with their other documents. Can. 1505.

The following entries will be made in the regimental conduct sheets in accordance with the subjoined instructions: Entry of courts-martial.

(i.) Every conviction by court-martial, whether the sentence is wholly remitted or not; but no entry will be made of any charge upon which a finding of "not guilty" has been recorded.

The "statement" of the charge as set forth in Appendix Entry of 1., Rules of Procedure, is to be entered. In cases where the "statement" does not disclose the full nature of an offence, such as charges under Sections 11 and 40 of the Army Act, the purport of the "particulars" will be added, thus:—

"Neglecting to obey garrison orders—bathing in the river at a prohibited hour"; or,
"Conducive to the prejudice of good order and military discipline—alcoholism."

When the charge is under Section 19, and the particulars show that the offence was committed when on duty or after having been warned for duty, the entry in the conduct sheet should be:—

"Drunkenness—on duty."

or
"Drunkenness—having been warned for duty."

The original sentence, together with any alteration or revision or variation by the confirming officer, is recorded in the column "Punishment awarded." Any remission, mitigation, or entry of sentence.

Para. 1596

Records

tion or commutation subsequent to confirmation, with the date of the order and the name of the officer making it, will be recorded in the column for remarks.

The date of the original sentence is to be recorded in the column "Date of award," with the word "confirmed" and the date of confirmation immediately below it.

Entry of finding.

A finding of "Guilty" need not be entered, but where the accused is found guilty of a cognate charge or the finding has been altered on revision, such alteration will be recorded in the column "Punishment awarded."

Erasure of entry.

When a record of a court-martial is ordered to be removed, the entry of the conviction is to be erased, and the authority quoted.

Entries where trial dispensed with.

(ii.) *Every case of desertion or fraudulent enlistment in which trial has been dispensed with.*

The authority to be quoted and the date of the order to be entered.

Convictions by civil power.

(iii.) *Every conviction by a court of ordinary criminal jurisdiction, or by a court of summary jurisdiction.*

When the sentence of a court of summary jurisdiction is a fine, and the offender has not undergone imprisonment in default of payment, the C.O. may, if he thinks that a regimental entry of a conviction should not be made, represent the case to the D.O.C. for decision. If it is ordered that no entry is to be made, the case will not be treated as a previous conviction on a trial by court-martial.

For offences prior to enlistment.

Convictions by the civil power, whether before or after enlistment, for offences committed prior to enlistment, are not to be entered or given in evidence against a soldier on a trial by court-martial. Conviction of offences committed in civil life, while in a state of desertion, are to be entered and given in evidence before courts-martial as previous convictions.

For offences while in state of desertion.

Certified copies of all convictions by the civil power will be annexed to the soldier's regimental conduct sheet. When the imprisonment awarded for any such conviction exceeds seven days, the certified record will be produced in evidence in the same manner as a former conviction by court-martial.

G.O. 80—1910.

(iia.) *Every case in which a soldier has been bound over by a court of ordinary criminal jurisdiction or by a court of summary jurisdiction to appear for conviction or judgment.*

In cases where the C.O. is of opinion that a regimental entry should not be made, he may represent the case for decision of the D.O.C.

When a regimental entry has been made, a certified copy of the order of the court will be annexed to the soldier's regimental conduct sheet.

(iv.) *Every severe reprimand of a N.C.O.*

(v.) *Every case of reduction of a N.C.O. to a lower grade, or to the ranks, or deprivation of lance stripe, for an offence, but not for inefficiency.*

(vi.) *Every award of detention by the C.O.*

(via.) *Every award of field punishment by the C.C. (on active service only).*

Imp. 1919.

(vi.b.) *Every award by the C.O. of forfeiture of pay (on active service only).*

(vii.) *Confinement to barracks exceeding seven days.*

(viii.) *Every instance of drunkenness.*

(ix.) *Punishments on board ship.* Every award of punishment by the C.O. of one of His Majesty's ships, in pursuance of the Imperial Order-in-Council of 6th February, 1882.

Stoppage of smoking on board ship for any period exceeding seven days.

Every award of punishment on board His Majesty's ships which is equivalent to any of the above punishments, or to a regimental entry.

(x) *Every offence entailing forfeiture of pay under the Pay and Allowance Regulations, except:—*

(a) Where the offence is absence without leave not exceeding two days.

(b) When the forfeiture is in consequence of a civil conviction for which a fine has been awarded and the D.O.C. has ordered, under subhead (ii.), that a regimental entry shall not be made; or

(c) When the offence was committed before enlistment.

(xi.) *Any punishment awarded by (a) a board of visitors to soldiers under sentence in a military prison or detention barrack or in a naval prison; (b) the visiting committee in a civil prison.*

(xii.) *Every case of admission to hospital on account of alcoholism, duly certified by a medical officer, whether it has been dealt with as an offence or not, is to be entered in red ink unless the soldier has been tried on a charge based upon the same facts and acquitted.*

G.O. 107—1910.

(xiii.) *Any especial act of gallantry or distinguished conduct by the soldier which has been brought to notice in brigade or superior orders, or in despatches, either on active service or directly in the course of military duties. These entries are to be made in red ink right across the sheet.*

Imp. 1919.

1597. (i.) Each entry will be initialled by the C.O. or Rules as to adjutant in the column for remarks. The entries. signature in full will be appended to court-martial entries. Can. 1506.

(ii.) Vague entries, such as "improper conduct," are to be avoided.

(iii.) The following abbreviations, &c., are to be used:—

Confinement to barracks—C.B.

Imprisonment with hard labour—Impt. H.L.

Detention—Detm.

Fine—Fned....

Penal servitude—P.S.

Deprived of lance stripe—Dep'd Lca. Stripe.

Forfeiture of pay, proficiency pay, or service pay is to be noted under the head of "Remarks," as:—

Forfeits day's pay, &c.

(iv.) A specimen regimental conduct sheet will be kept in the office of every officer entitled to award a regimental entry.

Loss of conduct sheet.
Can. 1507. 1598. If a conduct sheet is lost, the C.O. will assemble a court of inquiry to investigate the circumstances and obtain evidence as to the entries contained in the lost sheet. The C.O. will then cause a new sheet to be drawn up and substituted for the lost sheet, an entry in red ink, "Substituted for original, lost," with date and C.O.'s signature, being made in front of "number of sheet."

Can. 1508. 1599. When a unit proceeds on active service all regimental sheets will be forwarded to the officer i/c records concerned, by whom they will be kept up from periodical returns forwarded from the unit in the field through the base record office.

Guard Reports.

Comparing conduct sheets and guard reports.
1600. Guard reports (M.F.—B. 237) and minor offence reports (M.F.—B. 224), showing the disposal of accused soldiers by C.O.s, and by company, &c., commanders, respectively, are to be preserved in original. Guard reports will be pasted daily into a guard book.

(Imp. 1928.
A.O. 276—
1918.
Can. 1509. D.O.s.C., at their annual inspections, will compare the guard and minor offence reports with the entries in the conduct sheets, and may then authorize the destruction of the reports, which will not, however, be carried out till one year shall have elapsed from the date of the last report

Company, &c., Conduct Sheets.

Company, &c., conduct book.
Can. 1510. 1601. A company, &c., conduct sheet (M.F.—B. 263) for each N.C.O. under the rank of colour-sergeant, and each man, will be kept in a guard book and will be retained in the custody of the company, &c., commander, under lock and key. The guard book will also contain a specimen conduct sheet for guidance in making entries, together with an alphabetical list of soldiers on the strength of, or attached to, the company, &c. Should a sheet be temporarily withdrawn, the date and reason for such withdrawal will invariably be noted in pencil against the soldier's name on the list.

An entry will be made in the company, &c., conduct sheet of every award of punishment against the soldier, by whomsoever made, except that offences exempt from insertion under para. 1596 (iii.) and (iiiia), or under rule (iv.) below, will not be entered.

The following rules for keeping company, &c., conduct sheets will be observed:—(i.) The heading of each sheet will be filled in. (ii.) The same rules will be observed as are laid down for regimental conduct sheets in paras. 1598 and 1597. (iii.) The officer who makes an entry will initial it in the last column. (iv.) The company, &c., commander will record therein every offence committed by N.C.O.s and men, for which punishment has been awarded, except offences (other than drunkenness, or those involving forfeiture of pay under the Pay and Allowance Regulations), for which confinement to barracks

for one day, or its equivalent punishment on board ship, or one extra guard or picket has been awarded. Admonition will not be entered except in cases of drunkenness and in those involving forfeiture of pay under the Pay and Allowance Regulations. (v.) Every act of drunkenness committed by a soldier is to be entered in black ink, and numbered consecutively in red ink in the column set apart for that purpose. (vi.) Punishment due awarded to a soldier under the Rules for Management of Barrack Detention Rooms may be entered when ordered by the officer who awarded the punishment. (vii.) Every case of admission to hospital on account of alcoholism duly certified by a medical officer, whether it has been dealt with as an offence or not is to be entered in red ink, unless the soldier has been tried on a charge based upon the same facts and acquitted. (viii.) All entries in the company, &c., conduct sheets will be compared frequently by the C.O. or an officer deputed by him, with the awards recorded in the guard reports and minor punishment reports.

In the case of a sheet being lost, the procedure laid down in para. 1598 will be followed.

1602. On promotion to colour-sergeant, &c., or any higher rank, any entries in the company conduct sheet such as those mentioned in the latter part of this para. will, for purposes of assessment of character, application for good conduct medal, &c., be transferred to the regimental conduct sheet in red ink, with a note that these entries do not count as regimental entries. If there are no such entries to be transferred the fact will be noted on the regimental conduct sheet in red ink. The company conduct sheet will be destroyed.

The company conduct sheet of a soldier will be destroyed on his discharge. A record of such entries as are referred to in the two last sentences of this para. will, however, be made on a fresh conduct sheet, and placed with the discharge documents, and those entries and entries in the regimental conduct sheet will alone be taken into account in assessing a soldier's character.

It will also, if containing any entries, be destroyed, and a blank one substituted:—

- (i.) "On completion of six months from the date of his attestation.
- (ii.) "After every continuous period of two years, during which he shall not have incurred an entry in his company, &c., sheet.
- (iii.) "On attaining the rank of sergeant.

When a new sheet is taken into use an entry, signed by the company, &c., commander, will be made at the top of the sheet, "Sheet destroyed (date); last entry (date)†; number of cases of drunkenness (date of last instance)."

* (i), (ii) and (iii) will not apply to a case occurring before the 1st of February, 1907, unless there are no entries in the sheet subsequent to the date of the completion of six months' service, being two years clear of an entry, or promotion to sergeant, respectively.

† The date to be entered will be the date of award, or, in the case of imprisonment or detention, the date of return of duty.

Before destroying company, &c., conduct sheets the headings of the new sheet will be compared. The entries in the regimental sheets will be checked and completed.

Entries in the company, &c., conduct sheets of deprivation of lance stripe or severe reprimands of N.C.O.s, of admission to hospital for alcoholism, and of cases of drunkenness, which under previous regulations have not been reckoned as regimental entries, are not to be transferred to the regimental conduct sheets. They are to be copied into successive new company, &c., conduct sheets, and will be taken into account in the assessment of the soldier's character as contemplated in paras. 390 to 392, as above.

Can. 1512. 1603. When a unit proceeds on active service the company, &c., conduct sheets will be left at the base record office. They will then be kept up from periodical returns furnished by the unit in the field. After the completion of the company, &c., sheets, these returns will be forwarded to the officer i/c records concerned for the completion of the regimental sheets.

The above return is compiled from entries made by the unit in the field in the field conduct book. See para. 1604.

The Field Conduct Book.

Imp. 1927. 1604. On active service all entries of offences will be made in the field conduct book, from which copies will be sent periodically to the base record office.

A.O. 375—1918. The book will contain a nominal list of the men of the company, &c., with an assessment by the company, &c., commander of their respective characters at the commencement of the campaign, number of cases of drunkenness, with date of last instance, period not reckoning towards freedom from extra fine, &c.

If a man be transferred while in the field to another unit, it will be sufficient if he be accompanied by a memorandum showing an assessment of his character up to date of transfer and the total number of cases of drunkenness recorded against him, with the date of last entry and the period not reckoning towards freedom from extra fine.

If the character is not satisfactory a short explanatory note may be added, e.g.:

A.O. 875—1918. No. —, Pte. —. Previous cases of drunkenness, eight. Last case —. Period not reckoning towards freedom from extra fine —. Last offence —. Character, bad. Insubordinate.

A.O. 102—1913. At the conclusion of a campaign, or when a soldier dies or returns home, his field conduct sheet will be forwarded to the officer i/c records concerned.

Original Proceedings of Regimental Courts-Martial.

Disposal of proceedings of R.C.M. Can. 1514. 1605. The original proceedings of every R.C.M. after the requisite entries have been made in the regimental books, and after they have been laid before the D.O.C. at his next inspection,

tion, are to be forwarded to the officer i/c records. These original proceedings are to be preserved for three years from the date of trial.

Disposal of Soldiers' Documents—Permanent Force.

1606. A soldier's documents will be disposed of as follows:—

Can. 1515.

A. NATURE OF CASUALTY.	B. ORIGINAL ATTESTATION.	C. DUPLICATE ATTESTATION.*	D. CONDUCT SHEETS, COPIES OF CONVICTION BY CIVIL POWER AND DOCUMENTS ATTACHED THERETO.
(i.) Death.	To be destroyed.	To be forwarded to officer i/c records, retained for 50 years and then destroyed.	To be destroyed. If, however, the documents are required in connection with a recommendation for the grant of a medal for long service and good conduct, they will not be destroyed until after the recommendation has been dealt with (A.O. 200-1912.)
(ii.) Desertion	To be retained by officer i/c records for 15 years and then destroyed.	To be retained by the man's C.O. for one year** and then treated as in C. (i).	As in C. (ii).
(iii.) Discharge.	As in B. (ii).	To accompany discharge documents as per instructions on fourth page of M.F.-3, 218, Proceedings on Discharge.	As in C. (iii).
(iv.) On transfer to another corps.	To be forwarded to officer i/c records of new corps.	To be forwarded to the man's new C.O.	As in C. (iv).
(v.) On posting to another portion of the same corps.	To remain in custody of officer i/c records.	To be forwarded to the man's new C.O.	As in C. (v).
(vi.) On removal of an armoured or armament artificer to another corps or station.	To remain in custody of officer i/c records.	To be forwarded to the man's new C.O.	As in C. (vi).

*Medical history sheets except in cases specially provided for by regulation, will accompany the duplicate attestation.

**If the unit leaves Canada within the year the document will be sent to the officer i/c records before embarkation.

A. NATURE OF CASUALTY.	B. ORIGINAL ATTESTATION.	C. DUPLICATE ATTESTATION.*	D. CONDUCT SHEETS, COPIES OF CON- VICTION BY CIVIL POWER AND DOCU- MENTS ATTACHED THEREON.
(vii). On promotion to warrant rank.	To remain in custody of offi- cer i/c records.	If promoted in same unit to re- main in custody of C.O.; if in an- other unit to be sent to new C.O.	To be attached to duplicate attesta- tion and kept as confidential docu- ments. Conduct sheets will only be used under para. 1595 (ii) or in case of reversion from warrant rank.
(viii). Promotion to commissioned rank.	To be forwarded with documents attached there- to, and his medical history sheet, to Militia Headquarters for custody.	To be destroyed.	To be destroyed.

*Medical history sheets, except in cases specially provided for by regulation, will accompany the duplicate attestation.

Historical Records.

1607. A historical record is to be kept for every corps, stating the circumstances of the original formation of the corps, the means by which it has been recruited and the alterations in the establishment.

1608. This account is to specify the military operations in which the corps has been engaged, and to record its achievements. It is to contain the names of all officers killed or wounded, and the name of any officer or soldier who has specially distinguished himself in action. The badges and devices which the corps has been permitted to bear, and the reasons for which such badges and devices, or other marks of distinction, were granted, together with the date of the authority for the same, are to be stated.

1609. Any orders directing particular alterations in the clothing, arms accoutrements, colours, or horse furniture, are to be recorded under their proper dates.

Report of Officers' Marriages—Permanent Force.

1610. The following particulars of the marriage of every officer of the Permanent Staff and Permanent Force will be reported to Militia Headquarters within one month of the marriage taking place:—

- Officer's name, appointment (if any), regiment, rank and present station.
- Officer's age at time of marriage.
- Wife's maiden name, in full.
- Date of marriage.

Disposal of Obsolete Documents, &c.

1611. A board will be assembled annually in every office District and for the purpose of recommending for destruction documents, station books and documents over three years old. The board will, if possible, be composed of the head and two subordinate officers of the office. The recommendations of this board will be submitted to the D.O.C. who will issue orders regarding the disposal of the records. Board to be assembled.

1612. In the case of those regimental records not authorized to be destroyed periodically, the C.O. will assemble a committee of officers to ascertain that such parts as it is advisable to preserve have been correctly copied into other books. The committee will make out a "List of useless documents recommended for destruction" and submit it to the C.O. for transmission to the D.O.C. Regimental books. Can. 1520. Can. 1521.

Digests of
services of
regiments.
Can. 1516.

Entries in.
Can. 1517.

Alterations in
clothing, etc.
Can. 1518.

Particulars.
Can. 1519.

APPENDIX I.

An Act Respecting the Militia and Defence of Canada.

CHAPTER 41.

Short Title.

Short title. 1. This Act may be cited as the Militia Act. 4 E. VII., c. 23, s. 1.

Interpretation.

- Definitions. 2. In this Act, unless the context otherwise requires—
- 'Corps.' (a) 'corps' means a military body appearing in the list of establishments as a separate unit;
- 'Emergency.' (b) 'emergency' means war, invasion, riot or insurrection, real or apprehended;
- 'General orders.' (c) 'general orders' mean orders and instructions issued to the militia through or by the Adjutant General with the approval of the Minister;
- 'Man.' (d) 'man' includes a warrant officer and non-commissioned officer as well as a private;
- 'Militia.' (e) 'Militia' means all the military forces of Canada;
- 'Minister.' (f) 'Minister' means the Minister of Militia and Defence;
- 'On active service.' (g) 'on active service,' as applied to a person subject to military service, means whenever he is enrolled, enlisted, drafted or warned for service or duty during an emergency, or when he is on duty, or has been warned for duty in aid of the civil power;
- 'On service.' (h) 'on service' means when called upon for the performance of any military duties other than those specified as active service;
- 'Prescribed.' (i) 'prescribed' means prescribed by this Act or by regulations made thereunder;
- 'Regulations.' (j) 'regulations' means regulations made by the Governor in Council under the authority of this Act;
- 'Permanent Force.' (k) 'Permanent Force' means that portion of the Active Militia of Canada permanently embodied for the purpose of providing for the care and protection of forts, magazines, armaments, warlike stores and other military service, and of securing the establishment of schools for military instruction. 4 E. VII., c. 23, s. 2; R.S., c. 41, s. 28.

Interpretation of regulations and orders. 3. The Interpretation Act and the last preceding section of this Act shall apply to all regulations, orders and articles of engagement lawfully made or entered into under this Act. 4 E. VII., c. 23, s. 3.

Command in Chief.

Command in chief vested in His Majesty. 4. The command in chief of the Militia is declared to continue and be vested in the King, and shall be exercised and administered by His Majesty or by the Governor General as his representative. 4 E. VII., c. 23, s. 4.

Department of Militia.

5. There shall be a minister of Militia and Defence, who shall be charged with and be responsible for the administration of militia affairs and of the fortifications, ordnance, ammunition, arms, armories, stores, munitions and equipments of war belonging to Canada, including the initiative in all matters involving the expenditure of money.

6. The Governor in Council may, from time to time, make such orders as are necessary respecting the duties to be performed by the Minister. 4 E. VII., c. 23, s. 5.

7. The Governor in Council may appoint a deputy of the Minister and such other officers as are necessary for carrying on the business of the Department, all of whom shall hold office during pleasure. 4 E. VII., c. 23, s. 6.

8. The Governor in Council may appoint a Militia Council to advise the Minister on all matters relating to the Militia which are referred to the Council by the Minister.

9. The composition, procedure and powers of the Council shall be as prescribed. 4 E. VII., c. 23, s. 7.

Works for Defence.

10. The Minister shall have the control and management including charge of the maintenance and repair, of all military buildings, and also of the construction, maintenance and repair of all forts and fortifications and other works for defence in Canada. 4 E. VII., c. 23, s. 8.

11. Whenever an emergency exists, the officer commanding the Militia in the locality, or any officer duly authorized by him, may, subject to the regulations, enter upon and occupy with troops, or other persons, any buildings or land for defence purposes, and may dig trenches and throw up field works on any such lands, and may fortify any buildings, and may, for the purposes aforesaid, destroy or desolate and lay waste any such buildings or lands, and destroy food, crops, fodder, stores or other things, and slaughter live stock, or may take or cause to be taken, any such food, crops, fodder, stores or other things and may drive or cause to be driven, any live stock to some place of safety; and may also impress any horses, mules, oxen or other animals required for military purposes.

12. Any person injured by the exercise of any of the provisions of this section shall be compensated from the Consolidated Revenue Fund of Canada. 4 E. VII., c. 23, s. 10.

Liability to Military Service.

13. All the male inhabitants of Canada, of the age of eight years and upwards, and under sixty, not exempt or disqualified by law, and being British subjects, shall be liable to service in the Militia: provided that the Governor-General may require all the male inhabitants of Canada, capable of bearing arms, to serve in the case of a levee en masse.

14. Nothing in this section shall prevent any male inhabitant of Canada, under the age of eighteen years, enlisted as a bugler, trumpeter, or drummer. 4 E. VII., c. 23, s. 11.

Exemption from service.	11. The following persons only shall be exempt from liability to serve in the Militia:— Members of the King's Privy Council for Canada; Judges of all Courts of Justice; Members of the executive councils of provinces; Deputy ministers of the federal and provincial governments; Clergy and ministers of all denominations; Telegraph clerks in actual employment; Officers and clerks regularly employed in the collection of the revenue; Wardens and officers of all public prisons and lunatic asylums; Members of the Naval Militia; Members of the police force and fire brigade permanently employed in incorporated cities, towns and villages; Professors in colleges and universities and teachers in religious orders; Persons disabled by bodily or mental infirmity; The only son of a widow, being her only support; Pilots and apprentice pilots during the season of navigation; Persons who, from the doctrines of their religion, are averse to bearing arms or rendering personal military service, under such conditions as are prescribed. 4 E. VII., c. 23, s. 12.
Half-pay and retired officers.	12. Half-pay and retired officers of the regular forces shall not be required to serve in the Militia in a lower grade than that of their rank in such forces.
Affidavit of person claiming exemption.	2. No person shall be entitled to exemption unless he has, at least one month before he claims such exemption, filed with the commanding officer within the limits whereof he resides, his affidavit, made before some justice of the peace, of the facts on which he rests his claim. 4 E. VII., c. 23, s. 12.
Proof of exemption.	13. When exemption is claimed on any ground, the burden of proof shall always rest on the person claiming it. 4 E. VII., c. 23, s. 13.
Exemption notice preventing.	14. Exemption shall not prevent any person from serving in the Militia if he desires to serve and is not disabled by bodily or mental infirmity. 4 E. VII., c. 23, s. 14.
Classes of militia.	15. The male population liable to serve in the Militia shall be divided into four classes:—
First class.	The first class shall comprise all those of the age of eighteen years and upwards, but under thirty years, who are unmarried or widowers without children;
Second class.	The second class shall comprise all those of the age of thirty years and upwards, but under forty-five years, who are unmarried or widowers without children;
Third class.	The third class shall comprise all those of the age of eighteen years and upwards, but under forty-five years, who are married or widowers with children;
Fourth class.	The fourth class shall comprise all those of the age of forty-five years and upwards, but under sixty years;
Order of service.	2. The said several classes shall be called upon to serve in the order in which they are referred to in this section. 4 E. VII., c. 23, s. 15.

Division of Militia.

16. The Militia of Canada shall be divided into Active and Reserve Militia.
2. The Active Militia shall consist of:—
(a) corps raised by voluntary enlistment;
(b) corps raised by ballot.
3. The Reserve Militia shall be raised and maintained under regulations prescribed by the Governor in Council. 4 E. VII., c. 23, s. 16.

Period of Service.

17. The period of service in time of peace shall be,—
(a) for the Active Militia, three years;
(b) for the Reserve Militia, such period as is prescribed. 4 E. VII., c. 23, s. 17.
18. Every corps, duly authorized previously to, and existing on, the first day of November, in the year of our Lord one thousand nine hundred and four, including the officers commissioned thereto, shall, for the purposes of this Act, be held to be existing, and shall be continued as such, subject to the provisions of this Act. 4 E. VII., c. 23, s. 18.
19. No officer or man of an Active Militia corps, raised and maintained by voluntary enlistment shall be permitted to retire therefrom in time of peace, without giving to his commanding officer six months' notice of his intention so to do. 4 E. VII., c. 23, s. 19.
20. Any person who has voluntarily enlisted, or been called upon to serve in the Militia, shall be entitled to be discharged at the expiration of the term of service for which he engaged, unless such expiration occurs in time of emergency, in which case he shall be liable to serve for a further period of not more than twelve months. 4 E. VII., c. 23, s. 20.

Military Divisions.

21. The Governor in Council may,—
(a) direct that any portion of Canada shall be a military district for the purpose of this Act, and may alter the limits of any such district;
(b) cause two or more districts to be grouped together for the purposes of command and administration;
(c) divide any military districts into subdistricts, brigade, regimental and company divisions, as appears expedient. 4 E. VII., c. 23, s. 21.

Active Militia.

22. The Active Militia shall consist of such corps as are constituted from time to time named by the Governor in Council.
2. The Governor in Council may, at any time, disband any corps or portion of a corps, if he considers it advisable so to do. 4 E. VII., c. 23, s. 22.

Oath of
militiamen.

23. The following oath shall be taken and subscribed before one of such commissioned officers of the Militia as are authorized for that purpose by any general order or by a regulation, or before a justice of the peace, by every person upon engaging to serve in the Active Militia:—

'I, A.B., do sincerely promise and swear (or solemnly declare) that I will be faithful and bear true allegiance to His Majesty.'

Constitutes
written
engagement.

2. Such oath shall have the effect of a written engagement with the King, binding the person subscribing it to serve in the Militia until he is legally discharged, dismissed, or removed, or until his resignation is accepted. 4 E. VII., c. 23, s. 23.

Permanent Force.

Constitution
of Permanent
Force.

24. There shall continue to be a Permanent Force which shall consist of such permanently embodied corps, not exceeding five thousand men, enrolled for continuous service, as are, from time to time, authorized by the Governor in Council.

2. The Permanent Force shall be available at all times for general service.

3. The Permanent Force shall furnish schools of instruction for the Militia, and provide instructors therefor. 4 E. VII., c. 23, ss. 24 and 25; 4-5 E. VII., c. 22, s. 1.

Enrolment.

Regulations
for enrolment.

25. The Governor in Council shall, from time to time, make all regulations necessary for the enrolment of persons liable to military service, and of cadets, and for all procedure in connection therewith, and for determining, subject to the provisions of this Act, the order in which the persons in the classes fixed by this Act shall serve.

2. Such regulations shall have the same force and effect as if they formed part of this Act. 4 E. VII., c. 23, s. 26.

Enrolment by Ballot.

Ballot when
enough do not
volunteer.

26. When men are required to organize or complete a corps at any time, either for training or for an emergency, and enough men do not volunteer to complete the quota required, the men liable to serve shall be drafted by ballot.

Number from
one family.

2. If there are inscribed on the Militia roll more than one son belonging to the same family residing in the same house, only one of such sons shall be drawn, unless the number of names so inscribed is insufficient to complete the required proportion of service men. 4 E. VII., c. 23, s. 27.

Regulations.

27. The Governor in Council may, from time to time, make regulations,—

Enrolment.

(a) for fixing the day on which the taking of the enrolment shall be commenced in each of the several military districts respectively;

Notifying men.

(b) for notifying the men liable to be taken, or those balloted for service in any quota;

(c) for finally deciding claims of applicants for exemption—Deciding
tion, and for the administration of oaths before a exemptions.
commissioned officer of a corps;

(d) for ascertaining the facts in reference to claims for Ascertaining
exemption, for medical examinations, and for the facts.
discharge of such men as are unfit to serve; and,

(e) relating to every other matter and thing not incon- General.
sistent with this Act, and necessary to be done in
the enrolling, balloting, warning and bringing into
service of such number of men as are required at any
time.

2. Any man balloted and notified for service, may, at any Substitute.
time, be exempt until again required in his turn to serve, by
furnishing an acceptable substitute, on or before the day fixed
for his appearance: Provided that if during any period of
service, any man who is serving in the Active Militia as a sub-
stitute for another, becomes liable to service in his own per-
son, he shall be taken for such service, and his place as substi-
tute shall be supplied by the man in whose stead he was serving.
4 E. VII., c. 23, s. 28.

28. Every man of the Active Militia of the first or second Full period for
class shall be required to complete the full period for which service to be
he volunteered or was balloted to serve, notwithstanding that completed.
during any such period of service he attains the limit age of
thirty years, or forty-five years, as the case may be, according
to his class. 4 E. VII., c. 23, s. 29.

Officers Commanding the Militia.

29. There may be appointed an officer, called the General Appointment
Officer Commanding, who shall not hold rank below that of of General
colonel in the Militia or in His Majesty's regular army, who commanding.
may, subject to the regulations and under the direction of the
Minister, be charged with the military command of the Militia.

2. Such officer shall have the rank of major-general in the Rank and pay.
Militia, and shall be paid at such rate, not exceeding six thou-
sand dollars per annum, as is prescribed.

3. In the event of a vacancy in the office of general officer Temporary
commanding, or in the absence of that officer from Canada, the command in
Governor may detail an officer of the headquarters staff, who his absence.
shall be charged with the military command of the Militia.
4 E. VII., c. 23, s. 30.

30. There may be appointed an officer, who shall hold rank Inspector
not below that of colonel in the Militia or in His Majesty's General.
regular army, who may, subject to the regulations and under
the direction of the Minister, be charged with the military in-
spection of the Militia.

2. Such officer shall be paid at such rate, not exceeding six His pay.
thousand dollars per annum, as prescribed. 4 E. VII., c. 23,
s. 31.

31. The duties and authority of each of the officers respec- Duties.
tively referred to in the two last preceding sections shall be
defined by the Governor in Council. 4 E. VII., c. 23, s. 32.

32. There shall be an adjutant general of Militia at head- Adjutant
quarters who shall have the rank of colonel in the Militia, and General.

	shall be paid at the rate of three thousand two hundred dollars per annum. 4 E. VII., c. 23, s. 33.
Quartermaster General.	33. There shall be a quartermaster general at headquarters who shall have the rank of colonel in the Militia, and shall be paid at the rate of three thousand two hundred dollars per annum. 4 E. VII., c. 23, s. 34.
Master General of Ordnance.	34. There may be a master general of the Ordnance at headquarters, who shall have the rank of colonel in the militia, and shall be paid at the rate of three thousand two hundred dollars per annum. 4 E. VII., c. 23, s. 35.
Staff.	35. The Governor in Council may establish a general staff, headquarters staff, and district staff, and may appoint a chief of the general staff, and such officers to the respective staffs as are deemed necessary, and shall define their duties and authority. 4 E. VII., c. 23, s. 36.
District Officers.	36. In and for each of the military districts there shall be appointed by the Governor in Council, an officer called the District Officer Commanding, of rank not lower than that of lieutenant-colonel, who shall, subject to the regulations, command the Militia in his district.
	2. There shall also be appointed such other officers as are from time to time deemed expedient. 4 E. VII., c. 23, s. 37.
Pay of staff.	37. The pay and allowances of the officers of the general staff, headquarters staff, and district staff, not provided for by this Act, shall be fixed by the Governor in Council. 4 E. VII., c. 23, s. 38.

Officers.

Appointment of officers.	38. Commissions of officers in the Militia shall be granted by His Majesty during pleasure, and all warrant and non-commissioned officers shall be appointed in such manner and shall hold such rank as are prescribed by the regulations. 4 E. VII., c. 23, s. 39.
Governor's signature by stamp.	39. The Governor General may cause his signature to be affixed to any commission granted or issued under this Act, by stamping the same on such commission with a stamp approved by him, and used for the purpose by his authority.
Validity.	2. The signature so affixed shall be, to all intents and purposes, as valid and effectual as if in the handwriting of the Governor General.
Calling into question.	3. Neither the authenticity of any such stamped signature, nor the authority of the person by whom it has been affixed to any commission, shall be called in question except on behalf of the Crown. 4 E. VII., c. 23, s. 40.
Appointment and retirement of officers. Reappointment.	40. Officers of the Militia may under such regulations, as are made from time to time, be appointed to corps, and may be transferred to an unattached list, or may be retired with or without honorary rank, and may be reappointed from the retired list.
Grace of service.	2. No officer shall be bound to serve in the Militia in a lower grade than that of the rank with which he has been retired. 4 E. VII., c. 23, s. 41.
As to existing appointments.	41. All commissions and appointments in the Militia of Canada, existing on the first day of November, in the year of our Lord one thousand nine hundred and four, shall have the

	same force, effect and authority as if issued and made in the Militia under this Act. 4 E. VII., c. 23, s. 42.
	42. In time of peace no officer of the Militia shall, except Rank in time of peace. for the purpose of assuming the command of the Militia, be appointed to a higher permanent rank than that of colonel: Provided that the temporary rank of brigadier general may be conferred upon an officer of the rank of lieutenant-colonel or colonel, while holding any command or appointment for which such rank is authorized by regulations. 4 E. VII., c. 23, s. 43.
	43. Whenever the Militia is called out on active service Rank when during an emergency, the Governor in Council may appoint called out. officers to a rank superior to that of colonel. 4 E. VII., c. 23, s. 44.
	44. The honorary rank of major general may, for valuable Honorary rank services rendered to the country, be conferred on retirement on retirement. upon colonels who have held the higher staff appointments. 4 E. VII., c. 23, s. 45.
	45. The Governor in Council may make regulations, apply Regulations ing to officers and others belonging to His Majesty's regular respecting forces, and to officers of any military force of any part of His Majesty's dominions, when serving in Canada, and to officers of the militia, as to the persons to be invested as officers or otherwise with command over the militia or any part thereof, or any person belonging thereto, and as to the mode in which such command is to be exercised: Provided that command Priviso. shall not be given to any person over a person superior in rank to himself. 6 E. VII., c. 23, s. 1.
	46. Commissions of officers of the Royal Northwest Mounted Commissioned Police Force serving with the Militia by order of the Governor officers of in Council shall for the purpose of seniority and command be Mounted considered equivalent to commissions issued to the officers Police Force of the Militia of corresponding rank from their respective dates serving with according to the following scale, that is to say:—Militia. Commissioner—as Lieutenant-colonel; Seniority. Assistant commissioner—on appointment, as major,—Assistant commissioner. after three years' service, as lieutenant-colonel; Senior superintendent—as major; Other superintendents—as captains; Inspector—as lieutenant; Senior surgeon—the rank which his service in the Police Inspector. Force would give had such service been in the Active Surgeon. Militia; Assistant surgeon—the rank which his service in the Assistant. Police Force would give had such service been in the the Active Militia; Veterinary surgeon—the rank which his service in the Veterinary. Police Force would give had such service been in the Active Militia. 57-58 V., c. 27, s. 10.

Arms, Clothing and Equipment.

47. The uniform, arms, clothing and equipment of the Militia Arms and
shall be of such pattern and design as are from time to time equipment
prescribed, and shall be issued under regulations. 4 E. VII.,
c. 23, s. 48.

Uniform and equipment of officers.	48. With the exception of mounted officers, to whom saddlery may be issued as prescribed, officers of the Militia shall provide their own uniform and equipment. 4 E. VII., c. 23, s. 49.
Responsibility for damages.	49. The value of all such articles of public property as have become deficient or damaged, while in possession of any corps, otherwise than through fair wear and tear or unavoidable accident, may be recovered by the Minister or by any other person authorized by him, from the officer in command of such corps.
Recovery of value of lost or damaged property.	2. The officer commanding any corps may recover the value of such articles of public property, or property of the corps, as have become deficient or damaged, or damaged while in possession of his corps, otherwise than through fair wear and tear or unavoidable accident, from the officer, man or men responsible therefor. 4 E. VII., c. 23, s. 50.
Man leaving Canada to return property.	50. Every man serving in the Militia, who is about to leave Canada, shall first return to the captain or senior officer of his company all articles of public or corps property which he has in his possession, and obtain a written discharge from such officer, which shall be recorded in the books of the corps. 4 E. VII., c. 23, s. 51.
Uniform not worn except on duty.	51. No corps and no non-commissioned officer or man shall, at any time, appear in uniform or armed or accoutred, except,—
At drill.	(a) when actually on duty; or,
Target practice.	(b) at parade or drill; or,
Reviews.	(c) at target practice; or,
By permission.	(d) at reviews or on field days or inspections; or,
	(e) by permission of the commanding officer of the corps. 4 E. VII., c. 23, s. 52.

Drilling and Training.

Annual drill.	52. The Governor in Council may order the Active Militia, or any portion thereof, to drill or train for a period of not more than thirty days in each year. 4 E. VII., c. 23, s. 53.
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Pay and Allowances.

Pay of Permanent Force.	53. Officers, warrant officers and non-commissioned officers of the Permanent Force shall be entitled to daily pay and allowances at rates to be prescribed.
Governor in Council to fix.	2. The Governor in Council may, from time to time, fix the sums to be paid to privates of the permanent force, regard being had to length of service, good conduct and efficiency; but the ordinary pay shall not exceed the amounts following, that is to say:—
Privates.	For privates, per diem..... 75 cents.
Buglers.	For buglers under 18 years of age, per diem... 40 cents.
Time served in regular force may be counted in certain cases.	3. Time served in His Majesty's regular force may be counted for the purposes of any regulations with regard to pay and allowances in the case of non-commissioned officers and men transferred to the permanent force in connection with the taking over by the Government of Canada of the garrisons of Halifax and Esquimaux. 4 E. VII., c. 23, s. 54; 6 E. VII., c. 20, s. 2.

54. When on active service, during the period of annual Pay of active drill and training, and when otherwise on duty, the pay and allowances of officers and men of the Active Militia, other than the Permanent Force, shall be,—	
(a) for officers, warrant officers and non-commissioned Officers.	officers, such rates as may be prescribed;
(b) for privates, at the rate of fifty cents per diem.	Privates, which rate may be increased, as prescribed, up to a maximum of one dollar per diem;
(c) an allowance of a dollar per diem, or such other rate as is prescribed, to each officer and man for every horse actually and necessarily used by him.	Pay for horses. 3 E. VII., c. 23, s. 55.
55. Payments for the drill and training of the Militia shall be made upon proof of compliance with the regulations concerning the same.	Pay for drill. 4 E. VII., c. 23, s. 56.
56. When corps of the Militia are ordered to assemble in a camp of exercise for drill and training they shall be considered to be on service during the whole of the period for which they were called out, and when so assembled all ranks shall receive rations and shelter at the public expense in addition to their daily pay.	Provisions as to service. Rations. 4 E. VII., c. 23, s. 57.
Rifle Ranges and Drill Sheds.	
57. At or as near as possible to the headquarters of every regimental division, there may be provided a rifle range with suitable butts, targets and other necessary appliances.	Rifle ranges.
2. All such ranges shall be subject to inspection and approval before being used.	Inspection. 4 E. VII., c. 23, s. 58.
58. The Governor in Council may stop, at such time as is necessary during the target practice of the Militia, the traffic on any roads, not being main roads that cross the line of fire, and may make such other regulations for conducting target practice and registering the results thereof, and for the safety of the public, as are necessary, and may impose penalties for wilful damage to any such butts, targets and appliances.	Regulations for practice. 4 E. VII., c. 23, s. 59.
59. His Majesty shall be liable to make compensation for the death of any person, or for any injury to the person or to property, arising from the use of any such rifle range or any rifle range under the control of the Department of Militia and Defence for target practice, carried on in accordance with the regulations of the Governor in Council in that behalf provided that there shall be no claim to compensation,—	Compensation for injuries to person or property. Exemption.
(a) where death or injury to the person is due to negligence on the part of the person killed or injured; or,	Negligence. Spectator or official.
(b) where such person at the time of death or injury was sustained was present as a spectator at the shooting, or for the purpose of taking part in the shooting, or in some official or other capacity in connection therewith; or,	
(c) in case of injury to property, where such injury is due to negligence on the part of the owner of the property.	Negligence of owner. 4 E. VII., c. 23, s. 59.

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- Shooting privileges. 60. For the purpose of erecting works of defence, artillery ranges, or rifle ranges, shooting privileges, without any further property right, may be acquired on land adjoining such works of defence or ranges.
- Compensation. 2. Compensation therefor shall be subject to the provisions of the Expropriation Act. 4 E. VII., c. 23, s. 60.
- Militia land not required may be disposed of. 61. Any land now held or hereafter acquired by His Majesty for militia purposes, in connection with drill sheds, rifle ranges, armouries or such like uses, and found unnecessary to be retained therefor, may be sold or disposed of by direction of the Governor in Council.
- Application of proceeds. 2. If any portion of the cost of such lands, or of any building thereon, has been defrayed by the municipality in which the land is situate, a fair proportion of the proceeds, to be determined by the Governor in Council, may be returned to such municipality or expended therein for other militia purposes of a permanent nature. 4 E. VII., c. 23, s. 61.

Rifle Associations and Clubs.

- Regulations. 62. The Governor in Council may make regulations,—
- Management. (a) for the management of rifle associations and clubs, existing or hereafter formed;
- Constitution. (b) for prescribing the constitution, objects and duties of such associations and clubs, and the conducting of their business and rifle meetings; and
- Rifles and ammunition. (c) for furnishing rifles and ammunition for the training and practice of persons, whether they are, or are not, members of the Militia, 4 E. VII., c. 23, s. 63.
- On emergency, members become militia-men. 63. In case of emergency the members of rifle associations and clubs shall become members of the Militia, and shall be under the command of the district officer commanding; and so long as the emergency exists, and until lawfully discharged, all members of such associations and clubs shall remain members of the Militia, and shall be subject to drill, training and discipline to the same extent as other members thereof. 4 E. VII., c. 21, s. 64.

Cadet Corps.

64. The Minister may, —
- School cadets. (a) authorize boys over twelve years of age, who are attending school, to be formed into school cadet corps;
- Senior cadets. (b) authorize boys over fourteen years of age, and under eighteen years of age, to be formed into senior cadet corps;
- Attachment for drill. (c) authorize senior cadet corps or any portion thereof, to be attached to any portion of the Active Militia for the purpose of drill and training. 4 E. VII., c. 23, s. 65.
- Under orders of D.O.O. 65. All cadet corps shall be subject to the authority and under the orders of the district officer commanding. 4 E. VII., c. 23, s. 66.

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66. Cadet corps shall be drilled and trained as prescribed, drill and may be furnished with arms, ammunition and equipment, under the conditions prescribed. 4 E. VII., c. 23, s. 67.
67. Cadet corps shall not be liable to service in the Militia service, in any emergency, save only in the case of a levee en masse. 4 E. VII., c. 23, s. 68.

Calling Out the Militia for Duty.

68. The Militia or any part thereof, or any officer or man thereof, may be called out for any military purpose other than drill or training, at such times and in such manner as is prescribed. 4 E. VII., c. 23, s. 69.

Active Service.

69. The Governor in Council may place the Militia, or any part thereof, on active service anywhere in Canada, and also beyond Canada, for the defence thereof, at any time when it appears advisable so to do by reason of emergency. 4 E. VII., c. 23, s. 70.
70. Every member of the Militia, called out for active service, shall attend at such time and place as is required by the officer commanding him, with any arms, accoutrements, ammunition and equipment he has received, and with such provisions as such officer directs. 4 E. VII., c. 23, s. 76.
71. Whenever the Governor in Council places the Militia, or any part thereof, on active service, if Parliament is then separated by such adjournment or prorogation as will not expire within ten days, a proclamation shall be issued for the meeting of Parliament within fifteen days, and Parliament shall accordingly meet and sit upon the day appointed by such proclamation, and shall continue to sit and act in like manner as if it had stood adjourned or prorogued to the same day. 4 E. VII., c. 23, s. 71.
72. In time of war, when the Militia is called out for active service to serve conjointly with His Majesty's regular forces, His Majesty may place in command thereof a senior general officer of His regular army. 4 E. VII., c. 23, s. 72.
73. In time of war no man shall be required to serve in the war service field continuously for a longer period than one year: Provided that,—

- (a) any man who volunteers to serve for the war, or for any longer period than one year, shall be compelled to fulfil his engagement; and,
- (b) that the Governor in Council may, in cases of unavoidable necessity, of which the Governor in Council shall be the sole judge, call upon any militiaman to continue to serve beyond his one year's service in the field for any period not exceeding six months.
2. This section shall not apply to the Permanent Force. 4 E. VII., c. 23, s. 73.
74. The Army Act for the time being in force in the United Kingdom, the King's regulations, and all other laws applicable to His Majesty's troops in Canada and not inconsistent with this Act or the regulations made thereunder, shall have force

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	and effect as if they had been enacted by the Parliament of Canada for the government of the militia.
When in force.	2. Every officer and man of the Militia shall be subject to such Acts, regulations and laws,—
Active service.	(a) from the time of being called out for active service;
Annual drill.	(b) during the period of annual drill or training under the provisions of this Act;
When on duty.	(c) at any time while upon military duty or in the uniform of his corps or within any rifle range or any armory or other place where arms, guns, ammunition or other military stores are kept, or within any drill shed or other building or place used for militia purposes;
During drill.	(d) during any drill or parade of his corps at which he is present in the ranks;
Going or coming.	(e) when going to or from the place of drill or parade; and,
When spectating.	(f) at any drill or parade of his corps at which he is present as a spectator whether in uniform or not.
Permanent Force.	3. Officers and men of the Permanent Force and members of the permanent staff of the Militia shall at all times be subject to military law. E. VII., c. 23, s. 74.
Officers and men of Royal Mounted Police when serving with the Militia.	75. Whenever any officer non-commissioned officer or man of the Royal Northwest Mounted Police Force is serving with the Militia by order of the Governor in Council, every such officer, non-commissioned officer and man shall be subject to this Act in the same manner and to the same extent as the Militia. 57-58 V., c. 27, s. 14.
Trial by court-martial while serving.	76. Every officer or man charged with any offence committed while serving in the Militia, shall, while so serving, be liable to be tried by court martial, and if convicted to be punished therefor.
After discharge for offence while serving.	2. Every such officer or man so charged with any offence notwithstanding he has been discharged from the Militia, or that the corps to which he belongs or belonged is relieved from active service, may be tried, convicted and punished by court martial for such offence, within six months after so discharged, or after such corps is so relieved from active service.
Trial for desertion.	1. Any officer or man of the Militia may be tried by court martial for the crime of desertion at any time, without reference to the length of time which has elapsed since his desertion. 4 E. VII., c. 23, s. 75.
Absent over seven days.	77. Every member of the Militia called out for active service who absents himself without leave from his corps, for a longer period than seven days, may be tried by court martial as a deserter. 4 E. VII., c. 23, s. 77.
Provision for families of men killed.	78. When any officer or soldier is killed on active service, or dies from wounds or disease contracted on active service, drill or training, or on duty, provision shall be made for his wife and family out of the public funds at the prescribed rates. 4 E. VII., c. 23, s. 78.
And for men permanently disabled.	79. Every case of permanent disability, arising from injuries received or illness contracted on active service, drill or training, or on duty, shall be reported on by a medical board and compensation awarded, under such regulations as are made, from time to time, by the Governor in Council. 4 E. VII., c. 23, s. 79.

80. The Active Militia, or any corps thereof, shall be liable to be called out, within or without the municipality in which such corps is raised or organized, for active service with their arms and ammunition, in aid of the civil power, in any case in which a riot or disturbance of the peace requiring such service occurs, or is, in the opinion of the civil authority hereinafter designated in that behalf, anticipated as likely to occur, and, in either case, beyond the powers of the civil authorities to suppress, or to prevent or deal with. 4 E. VII., c. 23, s. 80.

81. The district officer commanding in any locality, if he is present in the locality and able to act, or if he is not so present, or from sickness or other cause is unable to act, the senior officer of the Active Militia in any locality, not from sickness or other cause unable to act, shall call out the Active Militia, or such portion thereof as he considers necessary for the purpose of preventing or suppressing any such actual or anticipated riot or disturbance, when thereunto required in writing by the civil authority hereinafter designated in that behalf: Provided that so far as the Permanent Force is available, a sufficient number of the Force is to be employed upon the duty of preventing or suppressing such actual or anticipated riot or disturbance before recourse is had to other militia corps, and shall replace such other militia corps if so called out upon duty so soon as and to the extent the Permanent Force shall thereafter become available. 4 E. VII., c. 23, s. 81.

82. If the place where such riot or disturbance occurs or is anticipated is municipally organized, the mayor or warden or other head or acting head of the municipality, together with two justices of the peace, or in the event of such mayor, warden or other head or acting head refusing or being unable to act, the county or district court judge or one of the county or district court judges having jurisdiction in such place, acting alone, or, if there is no such judge than any judge of a superior court who has jurisdiction in such place, may by requisition in writing require the Active Militia, or such necessary portion thereof to be so called out. E. VII. c. 23, s. 82.

83. If the mayor or warden, or other head or acting head of such municipality refuses or is unable to act, and there is no such judge or the judge or all the judges, who might have acted are absent, or unable to act, any judge or magistrate who has the power under the Criminal Code of two or more justices of the peace, and has jurisdiction at the place where such riot or disturbance occurs or is anticipated, may, acting with two justices of the peace, make the requisition.

2. If there is no such judge or magistrate residing or being at such place and able to act, any three justices of the peace having jurisdiction there may make the requisition. 4 E. VII., c. 23, s. 82.

84. If the place where such riot or disturbance occurs or is anticipated is not municipally organized, the county or district court judge, or one of the county or district court judges having jurisdiction in such place, or if there is no such county or district court judge, then any judge of a superior court who

has jurisdiction in such place may make the requisition. 4 E. VII., c. 23, s. 82.

When statement of fact shall be binding. When not open to dispute.

85. If the requisition is made by a judge, any statements of fact contained therein shall be final and binding upon all parties in any way concerned.

Form of requisition.

2. If the requisition is made by a judge or magistrate having the powers of two justices of the peace, acting with two justices of the peace, or by three justices of the peace, any statement of fact therein contained shall not be open to dispute by the officer upon whom the requisition is made. 4 E. VII., c. 23, s. 82.

86. The requisition may be in the following form, or to the like effect, and the form may be varied to suit the facts of the case:—

County of

To wit:

Form.

Whereas it has been made to appear to our satisfaction that a riot or disturbance of the peace, beyond the powers of the civil authorities to suppress (or to prevent, or to deal with) and, requiring the aid of the Active Militia to that end, has occurred and is in progress (or is anticipated as likely to occur) at

(Where the head of the municipality, etc., has declined or is unable to join in the requisition, say)

And whereas the warden (or as the case may be) of the has declined (or is unable through) to join in this requisition:

These are therefore to require you to call out the Active Militia present in or such portion thereof as you consider necessary for the purpose of suppressing (or preventing, or dealing with) such riot or disturbance.

Dated at this day of 19

Warden, etc., (or as the case may be) or J.P.

J.P.

J.P.

4 E. VII., c. 23, s. 83.

What requisition must show.

87. In every such requisition in writing, as aforesaid, it shall be stated that a riot, or disturbance, has occurred, or is anticipated, and that the service of the Active Militia is required in aid of the civil power. 4 E. VII., c. 23, s. 84.

Officers and men shall be special constables.

88. The officers and men of such Active Militia when so called out, shall, without any further or other appointment, and without taking oath of office, be special constables, and shall be held to act as such so long as they remain so called out; but they shall act only as a military body, and shall be individually liable to obey the orders of their Militia superior officer.

Duty.

2. Every officer and man of such Active Militia or such portion thereof, shall, at all times when and while so called out, obey the orders of his superior officer. 4 E. VII., c. 23, s. 85.

Payment by municipality for service.

89. When any of the Militia are so called out in aid of the civil power, the municipality in which their services are required shall pay them, when so employed, the rates authorized to be paid for active service to such officers and one dollar per diem for each man, and one dollar and fifty cents per diem for each horse actually and necessarily used by them, together with

an allowance of one dollar to each officer and fifty cents to each man per diem in lieu of subsistence, and fifty cents per diem in lieu of forage for each horse, and, in addition, shall pay the transport, cost of transport and provide them with proper lodging, and stabling with stabling for their horses.

3. The said pay and allowances for subsistence and forage Recruty of and the cost of transport, and the cost or value of lodging and stabling, unless furnished in kind by the municipality, may be recovered from it by His Majesty in any court of competent jurisdiction. 4 E. VII., c. 23, s. 86.

10. Such pay and allowances of such of the Militia as are called out, together with the reasonable cost of transport, shall, by Government pending payment by the municipality, be advanced in the first instance out of the Consolidated Revenue Fund by authority of the Governor in Council; but such advance shall not interfere with the liability of the municipality, for such pay, allowances and cost of transport which may be at once recovered as a debt due to the Crown by the municipality. 4 E. VII., c. 23, s. 87.

Billeting of the Militia.

91. The Governor in Council may make regulations for the quartering, billeting, and cantoning of the Militia, and may, by such regulations, impose penalties, not exceeding fifty dollars for any breach thereof. 4 E. VII., c. 23, s. 88.

92. Nothing in this Act or the regulations shall authorize the quartering or billeting of the Militia, or any part thereof, in any house occupied solely by females, or oblige the occupiers of any such house to receive the Militia, or any part thereof, or to furnish them with lodging or house room. 4 E. VII., c. 23, s. 89.

Transport.

93. The Governor in Council may make regulations requiring any person in whom any railway, tramway, boat, barge, scow, or steamship, or other vessel, or any wagon, carriage or pack animal is vested, or any employee of any such person, to convey to and from any point or place, any portion of the Militia, together with such of their horses, guns, ammunition, forage, baggage and stores, as may be required to be carried or conveyed; and such person or employee shall thereupon provide the necessary engines, carriages, trucks and rolling stock, boat, barge, scow, steamship, or other vessel, or pack animal, together with the persons and materials necessary for their use, within a reasonable time before such order is to be complied with. 4 E. VII., c. 23, s. 90.

94. The rates of hire or recompense for the transport of Militia, or any portion thereof, and their horses, guns, ammunition, forage, baggage and stores, shall be fixed by the Governor in Council. 4 E. VII., c. 23, s. 92.

95. When the Governor in Council declares that an emergency has arisen in which it is expedient for the public service that the Government should have control of the railways in Canada, or any of them, the Minister may, by warrant under his hand, empower any person or persons named in such warrant

to take possession, in the name or on behalf of His Majesty, of any railway in Canada, and of the plant belonging thereto, or of any part thereof, or to take possession of any plant without taking possession of the railway itself, and to use it for His Majesty's service at such times and in such manner as the Minister directs; and the directors, officers and servants of such railway shall obey the directions of the Minister as to the use of the railway or plant as aforesaid for His Majesty's service.

Minister directs use.

Duration of control.

Compensation to owners.

2. Any such warrant granted by the Minister shall remain in force so long as, in the opinion of the Minister, the emergency exists. 4 E. VII., c. 23, s. 93.

93. There shall be paid to any person whose railway or plant is taken possession of in pursuance of this Act, out of moneys to be provided by Parliament, such full compensation, for any loss or injury he sustains by the exercise of the powers of the Minister under the last preceding section, as is agreed upon between the Minister and the said person, or, in case of difference, as is fixed upon reference to the Exchequer Court of Canada. 4 E. VII., c. 23, s. 94.

Savings as to existing contracts.

97. Where any railway or plant is taken possession of in the name or on behalf of His Majesty in pursuance of this Act, all contracts and engagements between the person whose railway is so taken possession of and the directors, officers and servants of such person, or between such person and any other person, in relation to the working or maintenance of the railway, or in relation to the supply or working of the plant of the railway, which would, if such possession had not been taken, have been enforceable by or against the said person, shall, during the continuance of such possession, be enforceable by or against the Government of Canada. 4 E. VII. c. 23, s. 95.

Courts of Inquiry and Courts Martial.

Courts of inquiry.

98. The Governor in Council may convene courts of inquiry, and appoint officers of the Militia to constitute such courts, for the purpose of investigating and reporting on any matter connected with the government or discipline of the Militia, or with the conduct of any officer or man of the force; and may, at any time, convene courts martial and delegate power to convene such courts, and to appoint officers to constitute them, for the purpose of trying any officer or man of the Militia for any offence under this Act, or for the purpose of trying any other person punishable under this Act, and may also delegate power to approve, confirm, mitigate or remit any sentence of any such court. 4 E. VII., c. 23, s. 96.

Courts martial.

Composition of courts.

99. The regulations for the composition of courts of inquiry and courts martial, and the modes of procedure and powers thereof, shall be the same as the regulations which are at the time in force for the composition, modes of procedure and powers of courts of inquiry and courts martial for His Majesty's regular army, and which are not inconsistent with this Act or the regulations made thereunder. 4 E. VII., c. 23, s. 97.

Remuneration.

100. The remuneration of persons attending such courts may be fixed by the Governor in Council. 4 E. VII., c. 23, s. 98.

Attendance of witnesses.

101. Every person required to give evidence before a court martial may in the prescribed manner be summoned or ordered to attend. 4 E. VII., c. 23, s. 99.

102. If any person, being a citizen or subject of any foreign state or country at peace with His Majesty, is or continues in arms against His Majesty, within Canada, or commits any act of hostility therein, or enters Canada with design or intent to levy war against His Majesty, the Governor in Council may order the assembling of a militia general court martial for the trial of such person, under the Militia Act.

2. Upon being found guilty by such court martial of offending against the provisions of this section, such person shall be sentenced by such court martial to suffer death, or such other punishment as the court awards. R.S., c. 140, s. 8.

103. Every subject of His Majesty, within Canada, who levies war against His Majesty, in company with any of the subjects or citizens of any foreign state or country then at peace with His Majesty, or enters Canada in company with any such subjects or citizens with intent to levy war on His Majesty, or who, with the design or intent to aid and assist, joins himself to any person or persons whomsoever, whether subjects or aliens, who have entered Canada with design or intent to levy war on His Majesty, may be tried and punished by a militia general court martial, in the same manner as any citizen or subject of a foreign state or country at peace with His Majesty may be tried and punished under the last preceding section. R.S., c. 140, s. 7.

104. No sentence of any general court martial shall be carried into effect until approved by the Governor in Council. 4 E. VII., c. 23, s. 101.

Evidence.

105. The production of a commission or appointment, warrant or order in writing, purporting to be granted or made according to the provisions of this Act, shall be prima facie evidence of such commission or appointment, warrant or order, without proving the signature or seal thereto, or the authority of the person granting or making it. 4 E. VII., c. 23, s. 133.

106. A copy of the Canada Gazette purporting to contain General Orders issued to the Militia shall be evidence of such orders. 4 E. VII., c. 23, s. 131.

107. A record in the books of the corps of any man serving in the Militia, of his having received and not having returned any articles of public clothing, or other public or corps property, shall be evidence that the same are in his possession. 4 E. VII., c. 23, s. 51.

Offences and Penalties.

108. Every medical practitioner, who signs a false certificate in respect of any case of permanent disability, arising from injuries received or illness contracted on active service, drill, or training, or on duty, coming before a medical board for report, shall incur a penalty of four hundred dollars. 4 E. VII., c. 23, s. 79.

109. The forging or counterfeiting of any stamped signature of the Governor General in use for stamping commissions granted or issued under this Act, or the uttering thereof, knowing the same to be false, shall be deemed to be an offence against the Governor General.

Penalty.	ing it to be forged or counterfeited, shall be an indictable offence, punishable in like manner as the forgery of the privy seal or seal-at-arms of the Governor General. 4 E. VII., c. 23, s. 40.
Leaving Canada with militia property.	110. Every person who leaves Canada with any article of public clothing or other public or corps property in his possession, is guilty of theft, and may be tried therefor at any time. 4 E. VII., c. 23, s. 51.
Claiming pay for drill performed irregularly.	111. Any officer who knowingly,— (a) claims pay on account of any drills performed with his corps for any man belonging to any other corps; or, (b) claims pay for officers or men not present; or, (c) includes in any parade state, or other return, the name of any person not duly enlisted; is guilty of an indictable offence.
Receiving pay in such case.	112. Every man who claims, or has received pay on account of any drill performed in the ranks of any other than his own proper corps, or in more than one corps in any one year is guilty of an indictable offence. 4 E. VII., c. 23, s. 102.
Unlawfully retaining pay of others.	113. Any officer or man who obtains by means of any false pretences, or who unlawfully retains or keeps in his possession, any of the pay or moneys belonging to any other officer or man, is guilty of an indictable offence. 4 E. VII., c. 23, s. 103.
False returns.	114. Every person of whom information is required by any officer making any roll, in order to enable such officer to comply with the provisions of this Act, who when applied to by such officer,— (a) refuses to give such information; or, (b) gives false information; or, (c) refuses to give his own name and proper information; or, (d) gives a false name or false information; shall,— (a) for each item of information demanded and refused; (b) for each item of information falsely stated; (c) for refusing to give his own name or proper information; or, (d) for giving a false name or false information; incur a penalty not exceeding twenty dollars. 4 E. VII., c. 23, s. 105.
Refusing to make enrolment or ballot.	115. Every officer and every man of the Militia who refuses or neglects to make any enrolment or ballot, or to make or transmit, as herein prescribed, any roll or return or copy thereof, required by this Act or by the regulations, shall incur a penalty, if an officer not exceeding fifty dollars, and, if a man, not exceeding twenty-five dollars, for each offence. 4 E. VII., c. 23, s. 106.
Penalty.	116. Every man drafted for service in the Militia, who refuses or neglects to take the oath or to make the declaration herein before prescribed, when tendered to him by a justice of the peace or by any commissioned officer duly authorized for that purpose, shall on summary conviction before two justices of the peace be liable to imprisonment for a term not exceeding

six months, and for every subsequent neglect or refusal to a further imprisonment not exceeding twelve months. 4 E. VII., c. 23, s. 107.

117. Every officer and man of the Militia, and every person whatsoever, who at any parade, or on any other occasion for any of the purposes required by this Act, falsely personates another is guilty of an indictable offence, and liable to a fine not exceeding one hundred dollars. 4 E. VII., c. 23, s. 108.

118. Every officer and man of the Militia who refuses or neglects to assist his commanding officer in making any roll or return, or refuses or neglects to obtain or to assist him in obtaining any information which he requires in order to make or correct any roll or return, shall incur a penalty, if an officer not exceeding fifty dollars, and if a man, not exceeding twenty-five dollars, for each offence. 4 E. VII., c. 23, s. 109.

119. Every person required by this Act to give to the commanding officer of any company, or to any officer or non-commissioned officer thereof, any notice or information necessary for making or correcting the roll of any company, who refuses or neglects to give such notice or information to any such officer, demanding it at any reasonable hour and place, shall incur a penalty of ten dollars for each offence. 4 E. VII., c. 23, s. 110.

120. Every officer and man of the Militia who, without lawful excuse, neglects or refuses to attend any parade or drill or training at the place and hour appointed therefor, or who refuses or neglects to obey any lawful order at or concerning such parade, drill or training, shall incur a penalty, if an officer, not exceeding ten dollars, and if a man, of five dollars, for each offence.

2. Every day's absence shall be a separate offence. Cumulative absence. 4 E. VII., c. 23, s. 111.

121. Every person who interrupts or hinders any portion of the Militia at drill, or trespasses on the bounds set out by the proper officer for such drill, shall incur a penalty of five dollars for each offence, and may be taken into custody and detained by any person by the order of the commanding officer until such drill is over for the day. 4 E. VII., c. 23, s. 112.

122. Every officer and man of the Militia who disobeys any lawful order of his superior officer, or who when in service is guilty of any insolent or disorderly behaviour towards such officer, shall incur a penalty, if an officer, of twenty-five dollars, and if a man, of ten dollars for each offence. 4 E. VII., c. 23, s. 113.

123. Every man who fails to keep in proper order any arms or accoutrements delivered or entrusted to him, or who appears at drill, parade or on any other occasion, with his arms or accoutrements out of proper order, or unserviceable or deficient in any respect, shall incur a penalty of four dollars for each such offence. 4 E. VII., c. 23, s. 114.

124. Every person who—
(a) unlawfully disposes of or removes any arms, accoutrements or other articles belonging to the Crown or to any corps; or,
(b) refuses to deliver up any arms, accoutrements or other articles in his possession belonging to the Crown or corps when lawfully required; or,
Unlawfully disposing of arms or property and unlawful possession.

Penalty. Arrest.	(c) has in his possession any arms, accoutrements or other articles belonging to the Crown or corps except for lawful cause, the proof of which shall lie upon him; shall incur a penalty of twenty dollars for each offence.
	2. Every such person may be arrested by order of the justice of the peace before whom a complaint is made, upon affidavit showing that there is reason to believe that such offender is about to leave Canada, carrying with him any such arms, accoutrements or articles.
Also greater offence.	3. Nothing in this section shall prevent such person from being indicted and punished for any greater offence, if the facts amount to such greater offence. 4 E. VII., c. 23, s. 114.
Refusing aid to civil power.	125. Every officer and man of the Militia who, when his corps is lawfully called upon to act in aid of the civil power, refuses or neglects to go out with such corps, or to obey any lawful order of his superior officer, shall, if an officer, incur a penalty not exceeding one hundred dollars, and if a man, incur a penalty not exceeding twenty dollars, for each offence. 4 E. VII., c. 23, s. 116.
Penalty.	126. Every person who,—
Resisting calling out.	(a) resists any calling out of any man enlisted or drafted under regulation, or any process prescribed for enforcing enrolment by ballot; or,
Conspiring to resist.	(b) counsels or aids any person to resist any calling out of any man, enlisted or drafted under the regulations, or under any process prescribed for enforcing enrolment by ballot, or the performance of any service in relation thereto; or,
Not to appear.	(c) counsels or aids any man enlisted or liable to military service, not to appear at the place of rendezvous; or,
Disuading.	(d) dissuades any man enlisted or liable to military service, from the performance of any duty he is required by law or regulation to perform; or,
Acts detrimental.	(e) does any act to the detriment of any man enlisted or liable to military service, in consequence of his having performed any such duty; or,
Interfering with drill.	(f) interferes with the drill or training of any corps or portion thereof; or,
Obstructing corps.	(g) obstructs any corps or portion thereof, on the march or elsewhere;
Penalty.	shall incur a penalty not exceeding one hundred dollars. 4 E. VII., c. 23, s. 117.
Refusal to furnish transport.	127. Every person lawfully required under this Act, or the regulations, to furnish a car, engine, boat, barge, scow, steamship or other vessel, wagon, carriage, or pack animal, for the conveyance or use of any portion of the Militia, who refuses or neglects to furnish it, shall be liable to a penalty not exceeding five hundred dollars, and in default of payment to imprisonment for a term not exceeding one year, with or without hard labour, or to both the penalty and imprisonment, at the discretion of the court. 4 E. VI., c. 23, s. 91.
Penalty.	128. Every person, not being at the time an officer or man of the Militia, or a member of a rifle association or club formed or recognized under regulations, who, without the consent of the person in charge of such rifle range, or of some person
Unauthorized use of rifle range.	

authorized in that behalf by regulations, uses for target practice a rifle range which has been inspected and approved, shall incur a penalty not exceeding twenty-five dollars. 4 E. VII., c. 23, s. 63.

129. Every person who wilfully violates any provision of this Act, shall, when no other penalty is imposed for such violation, incur a penalty not exceeding twenty dollars, for each offence.

2. Nothing in this section shall prevent his being indicted and punished for any greater offence if the facts amount to such greater offence. 4 E. VII., c. 23, s. 118.

Procedures.

130. Except as otherwise herein provided, every penalty incurred under this Act shall be recoverable, with costs, on summary conviction, before one justice of the peace.

2. In default of immediate payment on conviction, the confinement in gaol of the territorial division for which the said justice is then acting, or to some lock-up situated therein, for a term not exceeding forty days, if the penalty does not exceed twenty dollars, and for a term not exceeding sixty days, if it exceeds that sum. 4 E. VII., c. 32, s. 119.

131. No prosecution against any officer in the Militia for any offence under this Act or under any regulation made thereunder shall be brought, except on the complaint of the officer for the time being commanding the Militia.

2. No prosecution against any man in the Militia for any offence under this Act, or under any regulation, shall be brought except on a complaint by or in the name of the commanding officer or adjutant of the corps or captain of the company or corps, to which such man belongs or belonged.

3. The officer for the time being commanding the said corps or company may authorize any officer of Militia to make such complaint in his name, and the authority of any such officer alleging himself to have been so authorized to make any complaint, shall not be controverted or called in question except by the officer commanding the said corps or company.

4. No such prosecution shall be commenced after the expiration of six months from the commission of the offence charged, excepting for the offence of unlawfully buying, selling or having in possession arms, accoutrements, or other articles belonging to the Crown or corps, or for desertion. 4 E. VII., c. 23, s. 120.

132. Every sum of money which any person or corporation is, under this Act, liable to pay or repay to the Crown, or which is equivalent to the damages done to any arms or any other property of the Crown used for military purposes, shall be a debt due to the Crown, and may be recovered as such. 4 E. VII., c. 23, s. 121.

133. Every bond to the Crown entered into by any person before any judge or justice of the peace, or officer of the Militia in conformity with any general order or regulation for the purpose of securing the payment of any sum of money, or the performance of any duty or act hereby required or authorized,

- shall be valid and may be enforced accordingly. 4 E. VII., c. 23, s. 134.
- Property of corps vested in commanding officer.** 134. For the purpose of legal proceedings, all moneys subscribed by or for, or otherwise appropriated to the use of, any corps, and all arms, ammunition, clothing, equipment, musical instruments, or other things belonging to, or used by any corps, shall be deemed to be the property of His Majesty. 4 E. VII., c. 23, s. 129.
- Contempt of court-martial.** 135. If any person who is not enrolled in the Militia is summoned as a witness before a court-martial, and, after payment or tender of the reasonable expenses of his attendance, makes default in attending, or, being in attendance as a witness,—
- Refusing oath.** (a) refuses to take an oath or affirmation lawfully required by the court to be taken; or
- Documents.** (b) refuses to produce any document in his power or control lawfully required by the court to be produced by him; or
- (c) refuses to answer any question to which the court lawfully requires an answer; or
- Disturbance.** (d) is guilty of any contempt of the court-martial by causing any interruption or disturbance in its proceedings;
- Certifying contempt.** the president of the court shall certify the default, refusal or contempt of such person under his hand to a judge of any court of justice in the locality having power to punish persons guilty of like offences in that court.
- Punishment.** 2. Such court may thereupon inquire thereinto, hearing such person and any witnesses that may be produced for or against him and, if such person is found guilty, punish him in like manner as if he had committed the offence in a proceeding in such court. 4 E. VII., c. 23, s. 100.

Execution of Warrants and Sentences.

- Detention in gaol.** 136. The governor, keeper or warden of every gaol, prison or penitentiary in Canada, shall receive and detain, according to the exigency of any warrant under the hand of any district officer commanding, or other person authorized under the regulations to issue a warrant, any person mentioned in such warrant and delivered into his custody, and shall confine such prisoner until discharged or delivered over in due course of law.
- Compliance of warrant.** 2. Every such governor, keeper, or warden shall take cognizance of any warrant purporting to be signed by any such officer as aforesaid. 4 E. VII., c. 23, s. 124.
- Imprisonment in penitentiary.** 137. Any prisoner sentenced for any term by any military, naval or militia court-martial, or by any military or naval authority under this or any Military Act, may be sentenced to imprisonment in a penitentiary.
- Imprisonment in gaol.** 2. If such prisoner is sentenced to a term less than two years, he may be sentenced to imprisonment in the common gaol of the district, county or place in which the sentence is pronounced, or if there is no common gaol there, then in that common gaol which is nearest to such locality, or in some other lawful prison or place of confinement other than a penitentiary in which imprisonment may be lawfully executed. 55-56 V., c. 29, s. 055.

138. Any officer or man of the Militia sentenced to be imprisoned may, if the Governor in Council by regulation or otherwise directs, be imprisoned in any place specially appointed therefor, instead of in a gaol, prison or penitentiary. 4 E. VII., c. 23, s. 125.

Enforcing Act—Protection.

139. Every action against any officer or person, for anything purporting to be done in pursuance of this Act or of any regulation, shall be laid and tried in the judicial district where the act complained of was done, and shall be commenced within six months from the time of the act committed.

2. In any such action the defendant may plead the general issue and give this Act and the special matter in evidence at the trial.

3. No plaintiff shall recover in any such action if a tender of sufficient amends was made before the action was brought, or if a sufficient sum of money has been paid into court by the defendant after the action was brought: Provided that where money is paid into court after action brought and without tender before action the plaintiff may in the discretion of the court recover costs of action down to the time of such payment into court. 4 E. VII., c. 23, s. 122.

140. No action shall be brought against any officer or person for anything purporting to be done in pursuance of this Act, or of any regulation, until at least one month after notice in writing of such action has been served upon him, or left at his usual place of abode.

2. In such notice the cause of action, and the court in which it is to be brought shall be stated, and the name and place of abode of the claimant and his solicitor shall be endorsed thereon. 4 E. VII., c. 23, s. 123.

Orders—Notification.

141. All general orders issued to the Militia shall be held sufficiently notified to all persons whom they concern by their insertion in the Canada Gazette. 4 E. VII., c. 23, s. 131.

142. Every order made by the commanding officer of any corps of the Militia, other than the Permanent Force, shall be held to be sufficiently notified to all persons whom it concerns, by insertion in some newspaper published in the regimental division in which such corps is situated, or, if there is no such newspaper, then by posting a copy thereof in a post office, or in some other public place in each company division affected by such order. 4 E. VII., c. 23, s. 132.

143. It shall not be necessary that any order or notice be in writing, unless herein required to be so, if it is communicated to the person who is to obey or be bound by it, either directly by the officer or person making or giving it, or by some other person by his order. 4 E. VII., c. 23, s. 130.

Regulations.

Regulations
by Governor
in Council.

144. The Governor in Council may make regulations for carrying this Act into effect, for the organization, discipline, efficiency and good government generally of the Militia, and for anything requiring to be done in connection with the military defence of Canada. 4 E. VII., c. 23, s. 128.

Publication.

145. Such regulations shall be published in the Canada Gazette; and upon being so published, they shall have the same force in law as if they formed part of this Act. 4 E. VII., c. 23, s. 127.

Laying before
Parliament.

146. The regulations shall be laid before both Houses of Parliament within ten days after the publication thereof in the Canada Gazette, if Parliament is then sitting; and, if Parliament is not then sitting, then within ten days after the next meeting thereof. 4 E. VII., c. 23, s. 128.

General.

Gift, sale or
other aliena-
tion of money
or arms or
equipment
of corps.

147. No gift, sale or other alienation, or attempted alienation, by any person, of any money subscribed by or for, or otherwise appropriated to the use of any corps, or of any arms, ammunition, clothing, equipment, musical instruments or other things belonging to, or used by any corps, shall be effectual to pass the property therein without the consent of His Majesty. 4 E. VII., c. 23, s. 129.

Payments to
be made by
Governor's
warrant.

148. All sums of money required to defray any expense authorized by this Act may be paid out of the Consolidated Revenue Fund, upon warrant directed by the Governor General to the Minister of Finance.

Account to
Parliament.

2. A detailed account of moneys so expended shall be laid before Parliament during the next session thereof after the same are expended.

Money to be
vested.

3. Except as compensation for injury arising from acts done under the authority of this Act in case of emergency, and except as to pay and allowances for such of the Militia as are called out in aid of the civil power under the provisions of this Act, no sum of money shall be so paid, unless it is included in some appropriation made by Parliament. 4 E. VI., c. 23, s. 135.

2 GEORGE V.

CHAP. 34.

An Act to amend the Militia Act.

(Assented to 1st April, 1912).

His Majesty, by and with the advice and consent of the Senate and House of Commons of Canada, enacts as follows:—

1. Sections 42, 43 and 44 of The Militia Act, chapter 41 of R.S., c. 41, the Revised Statutes, 1906, are repealed, and the following sections are substituted therefor:—

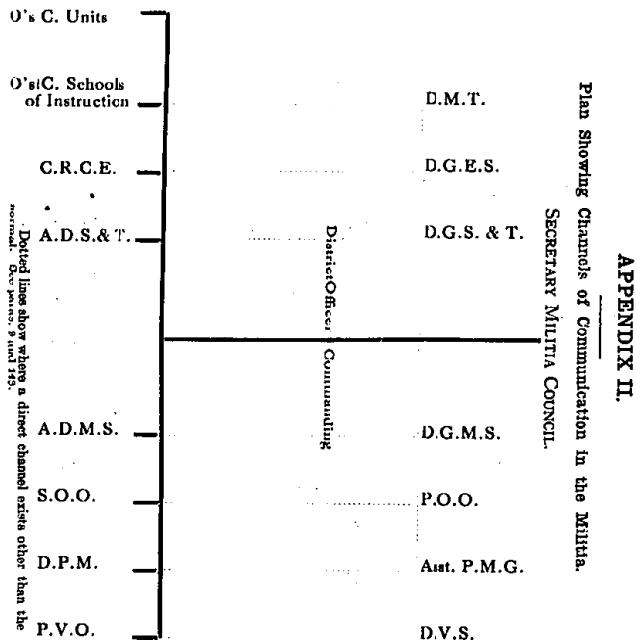
"42. In time of peace no officer shall be appointed to a rank in time of higher permanent rank in the Militia than that of major-general of peace, or surgeon-general, and the number of such appointments and the qualification for such rank shall be as prescribed.

"43. Whenever the Militia is called out on active service Rank when during an emergency, the Governor in Council may appoint called out officers to a rank superior to that of major-general.

"44. The honorary rank of major-general or surgeon-general Honorary may, for valuable services rendered to the country, be conferred rank on on retirement upon colonels who have held the higher staff retirement appointments."

2. Paragraph (c) of section 64 of the said Act is repealed and the following is substituted therefor:—

"(c) authorize cadet corps, or any portion thereof, or any Cadet corps. members thereof, to drill or train for a period of not more than thirty days in each year."

**APPENDIX III.****ORDERS TO REGULATE ADMISSION TO THE NATIONAL DEFENCES.****General Instructions.**

1. The following rules are to be observed in granting permission to visit military works:—

- (i.) Every practicable facility is to be afforded to officers of the Local Defence Committee, and to those who require to visit military works in the performance of their duties.
 - (ii.) All who have business in military works are to be required to treat the information they obtain there as confidential.
 - (iii.) Persons having no business in military works are to be denied access to them.
2. General and other officers commanding are responsible that no unauthorized person gains admission to any military works in their commands.

Admission Without Pass.

3. The following may be admitted without passes to military works (except to position-finding cells, torpedo buildings, magazines and storehouses*†):—

Officers, warrant officers, non-commissioned officers and men of the Army, Permanent Force, Active Militia, Navy and Marine Forces, when on duty.

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1911.

4. The following may be admitted without passes to the residential portions only of occupied works:—

- (i.) Officers, warrant officers, non-commissioned officers and men of the Army, Permanent Force, Active Militia, Navy or Marine Forces.
- (ii.) Caretakers.
- (iii.) Wives, families, friends and servants of the residents.

Admission With Pass.

5. The admission of persons to either defensive or residential portions of completed works otherwise than as specified in paras. 3 and 4 will be by pass.

6. Passes for admission are as follows:—

- (i.) Special pass M.B. 55.....(white), issued only by the adjutant-general. It admits to all works, including position-finding cells, torpedo buildings, magazines, and storehouses.*
- (ii.) District pass M.B. 55.....(white), District pass M.....(white and red).
- (iii.) Visitor's pass M.....(yellow).
- (iv.) Works pass M.....(red).
- (v.) Trading pass M.B. 59.....(blue).

*For instructions as to admission to these buildings, see para. 11 of this Appendix.

† Ordnance magazines and storehouses are not referred to in these orders.

Passes (ii), (iii), (iv), and (v.) are issued at the discretion of the D.O.C. under the conditions hereinafter specified. They are bound in books containing 50 each, with counterfoils. The number of passes issued is to be kept as low as possible. If a pass has been lost or cancelled, instructions should immediately be sent to the works concerned to prevent the pass being improperly used.

7. The white district pass will be issued to such officers, warrant officers, non-commissioned officers and men, and members of the staff for engineer services as the D.O.C. may authorize and will be applicable when admission is not covered by the rules in paras 3, 4, and 11.

8. The visitor's pass will not be issued to any person who is not a British subject, unless the sanction of the Minister has been obtained, and any foreign subject authorized to receive a pass can only be allowed to use it when accompanied by an officer. This pass will in no case admit the holder to position-finding cells, torpedo buildings, magazines, or storehouses.*

9. The works pass will be issued to authorized workmen. A deposit of one dollar may be demanded on issue and will be returned on surrender of the pass, but the exaction of the deposit is left to the discretion of the D.O.C. See also para. 11.

10. The trading pass will be issued to tradesmen authorized to enter the residential portion of military works.

11. No person is to be allowed to enter position-finding cells, torpedo buildings, magazines, or storehouses,* without a special pass, unless he has special duties to perform which render his admission necessary, in which case the white and red district pass will be issued. These passes, whether held by officers or others, are only available for admission to the places named thereon. Where officers or soldiers in uniform are ordered to perform military duty, in any position-finding cell, torpedo building, magazine, or storehouse, passes may be dispensed with at the discretion of the D.O.C.

12. Orders are to be issued directing sentries in the first place to refer holders of all passes to the non-commissioned officer of the guard, who will carefully examine the passes and retain all visitors' passes. Sentries will be ordered not to permit the holders of special, district, or visitor's passes to have access to any of the defences, or the holders of district or works passes to have access to any of the buildings mentioned in para. 11 until they have received the orders of the non-commissioned officer of the guard.

13. Information is not to be given regarding the construction of works or machinery in connection with them, except to British officers in uniform, to holders of the district and works passes when necessary for the performance of their duty, and to holders of the special pass.

14. Except when necessary in the performance of duty, holders of passes of any kind are not to be permitted to make

*Ordnance magazines and storehouses are not referred to in these orders.

any written note, drawing, photograph, or measurement of any work, whether completely constructed or not, nor of any gun, machinery, or apparatus.

15. In each work or establishment which in the opinion of the D.O.C. is of sufficient importance to require special safeguarding from observation, a register (M.S. book), will be kept in which visitors holding special, district, or visitor's passes will be required to sign their names on entering. The custodian of the register is to note in it against the signature of the person admitted the following particulars:—

(i.) Date of the visit.

(ii.) Description of pass and date for which it is available.

(iii.) Name of the officer issuing the pass and date of issue.

As soon as these particulars have been recorded in the case of a visitor's pass, the pass is to be destroyed by the custodian who will tear it into small pieces and note the fact in the register that he has done so.

16. The register referred to in para. 15 will be inspected by the general or other officer commanding periodically.

APPENDIX IV.

EXTRACT FROM CHAPTER 146 REVISED STATUTES OF CANADA, 1906.

Information Illegally Obtained or Communicated.

Penalty.	85. Every one is guilty of an indictable offence and liable to imprisonment for one year, or to a fine not exceeding one hundred dollars, or to both imprisonment and fine, who,—
For purpose of unlawfully obtaining.	(a) for the purpose of wrongfully obtaining information,
Entering fortress, etc.	(i.) enters or is in any part of a fortress, arsenal, factory, dockyard, camp, ship, office, or other like place in Canada belonging to His Majesty, in which part he is not entitled to be; or
Obtaining after entry.	(ii.) when lawfully or unlawfully in any such place as aforesaid, either obtains any document, sketch, plan, model or knowledge of anything, which he is not entitled to obtain, or takes without lawful authority any sketch or plan; or
Attempting to take sketch, &c., when outside.	(iii.) when outside any fortress, arsenal, factory, dockyard, or camp in Canada, belonging to His Majesty, takes or attempts to take, without authority given by or on behalf of His Majesty, any sketch or plan of that fortress, arsenal, factory, dockyard, or camp; or
Communication without authority.	(b) knowingly having possession of, or control over, any document, sketch, plan, model, or knowledge obtained or taken by means of any act which constitutes an offence against this and the next following section, at any time wilfully and without lawful authority communicates or attempts to communicate the same to any person to whom the same ought not in the interests of the state, to be communicated at that time; or
Communication in breach of confidence.	(c) after having been entrusted in confidence by some officer under His Majesty with any document, sketch, plan, model or information relating to any such place as aforesaid, or to the naval or military affairs of His Majesty, wilfully, and in breach of such confidence, communicates the same when, in the interests of the state, it ought not to be communicated; or
Communication to improper persons.	(d) having possession of any document relating to any fortress, arsenal, factory, dockyard, camp, ship, office, or other like place belonging to His Majesty, or to the naval or military affairs of His Majesty, in whatever manner the same has been obtained or taken, at any time wilfully communicates the same to any person to whom he knows the same ought not, in the interests of the state, to be then communicated.
Information for foreign state.	2. Every one who commits any such offence intending to communicate to a foreign state any information, document, sketch, plan, model or knowledge obtained or taken by him, or entrusted to him as aforesaid, or communicates the same to any agent of a foreign state, is guilty of an indictable offence and liable to imprisonment for life. 55-56 V., c. 29, s. 77.
Penalty.	

86. Every one who, by means of his holding or having held an office under His Majesty, has lawfully or unlawfully obtained possession of or control over any document, sketch, plan, or model, or acquired any information, and at any time corruptly, or contrary to his official duty, communicates or attempts to communicate such document, sketch, plan, model or information to any person to whom the same ought not, in the interests of the state, or otherwise in the public interest, to be then communicated, is guilty of an indictable offence and liable,—

- (a) if the communication was made, or attempted to be made, to a foreign state, to imprisonment for life; and
- (b) in any other case, to imprisonment for one year, or to a fine not exceeding one hundred dollars, or to both imprisonment and fine.

2. This section shall apply to a person holding a contract with His Majesty, or with any department of the Government of the United Kingdom, or of the Government of Canada, or of any province, or with the holder of any office under His Majesty as such holder, where such contract involves an obligation of secrecy, and to any person employed by any person or body of persons holding such a contract who is under a like obligation of secrecy, as if the person holding the contract, and the person so employed, were respectively holders of an office under His Majesty. 55-56 V., c. 29, s. 73.

592. No person shall be prosecuted for the offence of unlawfully obtaining and communicating official information, without the consent of the Attorney-General or of the Attorney-General of Canada. 55-56 V., c. 29, s. 543.

APPENDIX V.

DUTIES OF THE GENERAL STAFF, ADJUTANT-GENERAL'S, QUARTERMASTER-GENERAL'S AND MASTER-GENERAL OF ORDNANCE'S STAFF AT MILITIA HEADQUARTERS

GENERAL STAFF.

Duties of the Director of Operations and Staff Duties.

1. Military policy.
2. Offensive and defensive operations and plans therefor.
3. Strategical distribution of military forces.
4. Field Service Regulations.
5. Mobilization of the military forces for war.
6. Organization, administration and instruction of the general staff, including appointment thereto.
7. Collection, compilation and distribution of intelligence, including topographical information and mapping.
8. Military attachés.
9. Military libraries.

Duties of the Director of Military Training.

1. War organization and war establishments.
2. Local defence schemes and plans of concentration.
3. Training of all arms.
4. Manœuvres.
5. All allocation of funds for training and manœuvres.
6. Supervision of instruction at Schools of Instruction.
7. Compilation of training books and manuals.
8. Telegraphs and signalling in the field.
9. Courses of military instruction at Universities.

ADJUTANT-GENERAL'S STAFF.

(H.Q. 650-17-2).

AMENDMENTS TO "KING'S REGULATIONS
AND ORDERS FOR THE CANADIAN
MILITIA, 1917." C.O. 129
1918

Appendix V., K. R. & O. (C.M.), 1917, is amended by:—

(a) Deleting the first line under "The Adjutant-General's Staff" (page 306), and substituting therefor: "Regimental Records, Honorary Distinctions for Units, Changes of Titles, and badges."

Confidential Reports, Regimental and Personal Appointments to the Permanent Force. Caretakers, appointment and administration of. Editing of General and Militia Orders. Pre-

paration of Gazettes (Appointments, Promotions, Retirements, &c.). Posting, exchange and transfer of officers. Preparation of Militia List. Books and Forms.

Duties of D.A.A.G. for Mobilization.

War Organization*. War Establishments*. Mobilization Regulations. Mobilization arrangements. Co-ordination of mobilization arrangements and orders. Peace organization. Peace Establishments and their preparation. Allotment of units*. Member of Mobilization Committee.

Duties of Director-General of Medical Services.

Medical and sanitary questions. Administration and inspection of Army Medical Services.

Duties of Director of Cadet Services.

Administration and training of Cadets. Administration and training of Corps of School Cadet Instructors. Physical training in connection with Cadet Services

QUARTERMASTER-GENERAL'S STAFF.

Duties of the Director of Supplies and Transport.

Quarters.

1. Appropriation and occupation of barracks, hospitals, offices, drill halls, etc., and hire of buildings supplementary thereto. Damages to barrack equipment.
2. Military laundries and washing of bedding and hospital clothing in possession of the troops.
3. Lodging, furniture, and stable allowances, and allowances for cleaning buildings.
4. Conservancy services (i.e. scavenging services, emptying ash pits and latrines), sweeping chimneys, removal of snow, etc.

Supplies.

5. Supplies of food, forage, paillassé straw, fuel, light, water and disinfectants.
6. Transfer allowances.
7. Revision of regulations for supply, transport, and barrack services.
8. Supply arrangements in connection with mobilization and defence schemes.

Transport.

9. Administration, training, distribution and inspection of the C.P.A.S.C. and C.A.S.C., including civilian subordinates.
10. Transport of troops, animals, and stores by road, rail, and water.
11. Provision, repair and administration of transport vessels.

*In co-operation with the General Staff.

Remounts.

12. Registration of horses for mobilization; purchase and replacement of remounts and claims for damages.

Veterinary.

13. Supply of veterinary stores.
14. Administration of veterinary services.

Postal Services.

15. Arrangements for postal services.

DUTIES OF THE DIRECTOR OF CLOTHING AND EQUIPMENT.

(b) Deleting the words "of badges or," as shown in Section 2, under heading of "Duties of the Director of Clothing and Equipment" (page 308).

H.Q. 650-17-2 of 12-9-18.
P.O. 2698 of 6-11-18.

4. All questions in connection with clothing and necessities, such as Mobilization Reserves, thefts, losses and scales of issues.
5. Preparation of estimates for clothing and necessities.
6. Disposal of worn out colours, clothing, etc.

Equipment and General Stores.

7. The provision, supply, and preparation of estimates for equipment and general stores, e.g. personal equipment of soldiers, camp equipment, harness and saddlery, tools, signalling equipment (except telescopes and binoculars), materials, barrack and hospital stores, miscellaneous stores.
8. Patterns, complaints and experiments in connection with equipments and general stores, as defined above.
9. List of changes for such stores and equipment.
10. Revision (except as regards price) of sections of Vocabulary dealing with the above stores and equipment, and of the Regulations for Canadian Ordnance Services, Part I.
11. Courts of inquiry on losses, etc., of equipment and general stores.
12. Stocks in barrack expense stores, and discrepancies in accounts.
13. Questions concerning the equipment of officers' messes and quarters and other barrack and hospital buildings.
14. Preparation and amendment of barrack and hospital schedules.

Mobilization Equipment.

15. Preparation and revision of mobilization stores tables, except for Artillery and Engineer units.
16. Revision of Equipment Regulations, Parts I. and II., except sections dealing with Engineer and Artillery equipment.
17. Fixing scales of Reserves of General Stores and Equipment.
18. Preparation of estimate of cost of Reserves of General Stores and Equipment and for mobilization equipment for all units except Artillery and Engineers.

DUTIES OF THE PRINCIPAL ORDNANCE OFFICER.

1. The administration, distribution, corps training and inspection of the Canadian Ordnance Corps.
2. All questions (including confidential reports on officers) relating to the personnel of the Canadian Ordnance Corps and civilian subordinates.
3. Preparation of cash estimates for these services.
4. The revision of the Standing Orders for the Canadian Ordnance Corps.
(N.B.—In consultation with the M.G.O.'s. Dept. as regards training and instruction of artificers and armourers.)
5. Preparation of the Annual Estimates for ammunition and Ordnance Stores required for the "Up-keep" of the Militia and for the submission of the same to the Directors concerned.
6. Preparation of all War Office requisitions and Contract Demands for all clothing and necessities, Ordnance Stores and ammunition approved on the estimates of the Directors concerned.
7. Approval of demands and indents and for instructions as to local purchase of stores that may be more advantageously obtained in the spot.
8. Transmission of instructions from the Directors at Headquarters, who provide, to the Ordnance Corps which handles the stores.
9. Supervision of the draft paragraphs for List of Changes submitted by the various Directors before submission to the Adjutant-General.
10. The maintenance of Reserves of Stores and of Mobilization Stores.
11. He will inquire into and advise the D.G.E.S. as to the provision and maintenance of all Store Buildings, Magazines, Ordnance Work Shops, etc.

STAFF OF THE MASTER-GENERAL OF THE ORDNANCE.

Duties of the Director of Artillery.

Armament and Direction of Government Military Manufacturing Establishments.

Provision and supply of guns, carriages, vehicles, small arms, machine guns, position and range finders, optical instruments, ammunition of all kinds, direction of government

establishments manufacturing these. Lists of Changes referring to these stores.

Committees, patents, and inventions relating to the above.

Technical questions regarding Coast Defences and gunnery training.

DUTIES OF THE DIRECTOR-GENERAL OF ENGINEER SERVICES.

Fortifications and Works.

Military policy with reference to lands, custody of Militia Department lands in military occupation and inspection of all Militia Department lands;

Fortifications,
Rifle and Artillery Ranges,
Military Works and Buildings,
Defence Electric Lighting,
Telegraphs,
Telephones,
Aviation,
Staff for Engineer Services.

APPENDIX VI.

Qualification of Officers and Non-Commissioned Officers.

ACTIVE MILITIA.

SYLLABUSES OF EXAMINATION.

Syllabus	"A"	Cavalry
"	"B"	Field and Heavy Artillery
"	"C"	Coast Defence Artillery
"	"D"	Siege Artillery
"	"E"	Engineers
"	"F"	Corps of Guides (See App. IX.)
"	"G"	Infantry
"	"H"	C. A. S. O.
"	"J"	A. M. C.
"	"K"	C. A. V. C.
"	"L"	Quartermasters

APPENDIX VI.

Page 312—Appendix VI, heading,
After "Officers" insert a comma and
Add "Warrant"

ACTIVE MILITIA.

SYLLABUSES OF TRAINING.

SYLLABUS (A)—CAVALRY

For Lieutenants' Certificate.

- (a) Squad, troop and squadron drill, rifle exercises, guards, ceremonial and sword exercises.
- (b) Elementary tactics and field training.
- (c) Care of arms and elementary musketry.
- (d) Topography.
- (e) Discipline and military law.
- (f) Duties and interior economy.
- (g) Organization.
- (h) Equitation and mounted drill.
- (k) Animal management.

In addition, lectures should be given on the following heads, sufficient to ensure a candidate possessing an intelligent knowledge of each subject.

Lewis automatic rifle.
Machine-guns.
Anti-gas measures.
Explosives and grenades.
Telling off working parties and allotting tasks.
Morale and physical fitness.
Hygiene and sanitation.
First aid.

For Captains' Certificate.

Officers entering upon course B must have a thorough knowledge of the work comprised in course A.

- (a) Squadron and regimental drill in close and extended order; ceremonial.
- (b) Tactics and field training.
- (d) Topography.
- (e) Military law.
- (g) Organization, administration and equipment.
- (h) Equitation and mounted drill.
- (k) Animal management.

For Field Officers' Certificate.

Officers entering upon course C must have a thorough knowledge of the work comprised in courses A and B.

- (a) The practical handling of a regiment in close order drill and in the field; ceremonial.
- (b) Tactics and field training.
- (d) Topography.
- (e) Military law.
- (g) Organization, administration and equipment.
- (h) Equitation and mounted drill.
- (k) Animal management.

Note: Details regarding each subject and information concerning courses are published in pamphlet form for general information.

SYLLABUS (B)—ARTILLERY—FIELD AND HEAVY.

Note: "Handbook of Gun" refers to the Handbook of the Gun (or Guns) manned by the Battery or Company to which the candidate belongs.

(C) LIEUTENANTS' CERTIFICATE.

- (a) Gunnery.
- (b) Ammunition.
- (c) Materiel and Equipment.
- (d) Military Law.
- (e) Regimental Duties.
- (f) Practical.

(Practical and written examinations.)

- (a) Gunnery—
(Field Artillery Training, 1914, Chap. IV., Sections 96-107.)
Gunnery terms; nature of artillery fire; rifling; centring; forces acting on a shell in the bore; forces acting on a shell during flight; trajectory; elevation; causes affecting the accuracy of shooting.
- (b) Ammunition—
(Field Artillery Training, 1914, Chap. IV., Sections 108-114, and Handbook of Gun.)
A detailed knowledge of the ammunition of the candidate's own unit.
- (c) Materiel and Equipment—
(Handbook of Gun.)
A general knowledge of the guns, carriages, and equipment of the candidate's own unit.
- (d) Military Law and Discipline—
(Manual of Military Law, Chap. IV., paras. 31-38; Army Act, Section 46, Chap. I., para. 7, Chap. II., para. 1, and K.R. & O. (Canada), Section VIII., paras. 342-377, 378-422, Section X., paras. 740-750, and Militia Act.)
Principles of Discipline.
Definitions of Military Law and Martial Law.
Arrest and Military Custody.

Investigation of charges.
Summary and minor punishments.
Aid to the Civil Power.

(e) **Regimental Duties—**

(K.R. & O. (Canada), 50-74, 703-705, 1370-1386, 1288-1313, 1486-1490, 887, 889 890, 892-901, 924-943.)

Organization and chain of responsibility.
Quartermastering.
Salutes and compliments.
Duties of regimental officers.
Responsibility of subalterns.
Messes—officers', sergeants' and company.
Dress of officers and men.
Books—battery, individual, &c.

Correspondence (to write and address an official letter).
Forms—making out a simple parade state of a battery, etc.

(f) **Practical—**

(Field Artillery Training, 1914, Chap. II., Chap. III., Sections 25-95, Chap. V., Sections 115-124, Chaps. VI. and IX. Handbook of Gun. Manual of Map Reading and Field Sketching, Chap. VI.)

Drills and Exercises—Dismounted drill; stable duties; horsemastership; fitting harness and saddlery; various methods of laying; section gun drill; mounted drill; battery tactics; equitation and driving; map reading (elementary); use of instruments; knotting and lashing.

(2) **CAPTAIN'S CERTIFICATE.**

- (a) Gunnery.
- (b) Ammunition.
- (c) Materiel and Equipment.
- (d) Training.
- (e) Military Law.
- (f) Regimental Duties.
- (g) Practical.

(Practical and written examinations.)

(a) **Gunnery—**

(Field Artillery Training, 1914, Chap. IV., Sections 96-107.)

Gunnery terms; nature of artillery fire; rifling; centring; forces acting on the shell in the bore; forces acting on a shell during flight; trajectory; elevation; causes affecting the accuracy of shooting.

(b) **Ammunition—**

(Field Artillery Training, 1914, Chap. IV., Sections 108-114, and Handbook of Gun.)

General knowledge as laid down in Field Artillery Training—a detailed knowledge of the ammunition of the candidate's own unit.

(c) **Materiel and Equipment—**

(Handbook of Gun.)

A detailed knowledge of the guns, carriages, and equipment of the candidate's own unit.

(d) **Training—**

(Field Artillery Training, 1914, Chap. V., Sections 115-124; Chaps. VII., VIII., IX. and XI., Appendix I.)

Employment of artillery in war; brigade and battery tactics; supply of ammunition; marches and march discipline; billets; bivouacs; transport of artillery; precautions to be taken when firing blank; laying; all methods adopted in the field for indirect and direct laying.

(e) **Military Law—**

(Manual of Military Law, Chap. IV., paras. 31-38; Army Act, Section 46, Chap. V., R.P. Appx. ii., and K.R. & O. (Canada), paras. 342-449, 740-756, 552-576, and Militia Act.)

Powers of a Commanding Officer.

Courts-martial.

Courts of inquiry and boards (composition and powers).

Arrest and military custody.

Investigation of charges.

Summary and minor punishments.

Aid to the civil power.

(f) **Regimental Duties—**

(K.R. & O. (Canada), paras. 50-74, 698-702, 703-705, 709-739, 242-255, 270, 272, 277, 887, 889, 890, 892, 893-901, 1042-1044, 1048, 924-943.)

Responsibility for public money and stores.

Duties of regimental officers.

Guards, sentries, pickets, escorts, and police.

Enlistments.

Discharges.

Pay.

Orders.

Messes—officers', sergeants' and company.

Quartermastering.

Leave and passes.

Servants.

Accounting for stores.

Vouchers.

Indents.

Posting and checking ledgers.

(g) **Practical—**

(Field Artillery Training, 1914, Chap. II., Chap. III., Sections 25-131, Chap. V., Sections 115-124, Chaps. VI., VIII. and IX.; Handbook of Gun; Manual of Map Reading and Field Sketching, Chap. VI.; Animal Management, Chaps. IV., V., VI., VII. and XI.)

Heavy Batteries—

Drill and Exercises—Foot drill; equitation; stable duties; fitting of harness and saddlery; laying out lines of fire; battery drill and manoeuvres; map reading.

Field Artillery Batteries—

Drill and Training—Definitions; dismounted drill; fitting harness and saddlery; stable duties; horsemastership; mounted drill; brigade and battery tactics; laying; section gun drill; guards; ceremonial; map reading; use of instruments.

(3) FIELD OFFICER'S CERTIFICATE

Books recommended—Field Artillery Training, 1914, Chaps. III., VII., VIII. and IX. Animal Management, Chaps. IV., V., VI., VII. and XI.

- (a) Employment of Artillery in War.
- (b) Brigade and Battery Tactics.
- (c) Horsemastership.
- (d) Drill and Manoeuvre of a Battery.
- (e) Map Reading.
- (f) Accounting for Stores.
- (g) Use of Instruments.

(Practical and written examinations.)

(4) N.C.O.s. CERTIFICATE.

- (a) Gunnery.
- (b) Ammunition.
- (c) Material and Equipment.
- (d) Regimental Duties, Discipline, Military Law.
- (e) Practical.

(Practical and written examinations.)

- (a) Gunnery—
(Field Artillery Training, 1914, Chap. IV., Sections 97-107.)
Gunnery terms; matters of artillery fire; rifling; forces acting on a shell at the bore; forces acting on a shell during flight.
- (b) Ammunition—
(Handbook of Gun.)
A general knowledge of the ammunition of the candidate's own unit.
- (c) Material and Equipment—
(Handbook of Gun.)
An elementary knowledge of the guns, carriages, equipment of the candidate's own unit.
- (d) Regimental Duties, Discipline, and Military Law—
(Manual of Military Law, Chap. II., para. 1; K.R. & O. (Canada), paras. 342-397, 709, 710, 719-725, 1377-1380, 1385, 1386.)
Principles of discipline.
Definition of military law.
Arrest and military custody.
Roster of duties.
Salutes and compliments.
Daily routine of duties.
- (e) Practical—
(Field Artillery Training, 1914, Chaps. II. and III, Chap. V., Sections 115-122, Chap. VI. Handbook of Gun.)

Drill and Training—Equitation and driving; Horsemastership; stable duties; fitting of harness and saddlery; gun laying; dismounted drill; mounted drill; section gun drill; use of instruments; range taking.

In addition to the above, candidates for Battery Staff Sergeant's Certificate will have a separate paper in store accounting as follows:—

Battery Staff Sergeant's Store Accounts—

"Notes on Artillery Store Accounts," 1917.

Terms used in connection with store accounts; general arrangements for keeping accounts; vouchers (receipt, issue, and conversion); how kept; observations on accounts; method of keeping accounts; balancing an account; origin of errors in accounts; books and records in connection with accounts; preparation of requisitions.

(H.Q. 3378-18-2.)

SYLLABUS (C)—ARTILLERY, COAST DEFENCE.

Note: The books referred to are:—

- "Cer."—Ceremonial, 1912.
- "G.A.T., I."—Garrison Artillery Training, Vol. I., 1914.
- "I.T."—Infantry Training, 1914.
- "R. & M.E."—Rifle and Musketry Exercises for the Ross Rifle, 1914.
- "Handbook of Gun" and "Drill Pamphlets" refer to the Handbook and Drill Pamphlets of the Gun (or guns) manned by the company to which the candidate belongs.

(1) LIEUTENANT'S CERTIFICATE.

- (a) Guns and Mountings.
- (b) Ammunition.
- (c) Gunnery.
- (d) Artillery Drills.
- (e) Infantry Drill.
- (f) Regimental Duties.
(Practical and oral examinations, except as necessary for gunnery calculations.)
- (a) Guns and Mountings—
G.A.T., I., 1914, Chap. VII., Sections 69 to 78, and Chap. VIII., Handbook of Gun.
Description of gun and mountings; stripping, assembling and testing breech and firing mechanisms; testing sights and mountings.
- (b) Ammunition—
G.A.T., I., 1914, Chap. IX., and Chap. III., Section 31. Handbook of Gun.
Description of cartridges, projectiles, tubes and fuzes.
- (c) Gunnery—
G.A.T., I., 1914, "Definitions," p.p. 13 to 17, Chap. VII., Sections 79 to 92, Appendix II., Sub-heads 1, 2, 6 to 19.
Lecture notes—Initial corrections; compiling practice reports, Chap. I., Sec. 20.

(d) Artillery Drills—

G.A.T., I., 1914, Chap. VI.

Drill pamphlets—Gun and group drill; duties of a gun group commander; setting up, testing and using a D.R.F.

(e) Infantry Drill—

I.T., Sections 11 to 54, 57 to 62, 65 to 74. R. & M. E., Sections 1 to 37. Cer., Sections 56 to 66.

(f) Regimental Duties—

Discipline—General Instructions.

Arrest and military custody.

Investigation of charges.

Summary and minor punishments.

Drunkenness.

Guard reports and conduct sheets.

Disposal of prisoners awarded detention by C.O.

Courts of inquiry, committees and boards.

Duties—Duties of a Subaltern.

Responsibility for public money and stores.

Organization of a company.

Roster of duties.

Daily duties.

Guards and piquets.

Honours and salutes.

Duties in aid of civil power.

Miscellaneous—Enlistment.

Conditions of service.

Officers' and sergeants' messes (their objects).

Men's messing and cooking (general system).

System of keeping company books, accounts and returns.

Dress of officers and men.

Correspondence (to write and address official letters).

Pay and allowances of N.C.Os. and men of a company.

Method of supplying troops with food, forage, ammunition and stores in peace (general knowledge).

(2) CAPTAIN'S CERTIFICATE.

(a) Organization of and Fighting Fixed Armament.

(b) Gunnery.

(c) Artillery Drills.

(d) Infantry Drill.

(e) Military Law.

(Written examinations, except in drills.)

(a) Organization of, and Fighting Fixed Armament—

G.A.T., I., 1914, Chaps. II. and III.

Lecture notes—Fort record book; fighting books; forms of attack; duties of a B.C.

(b) Gunnery—

Lecture notes—Principles of ranging; initial corrections; compiling and analyzing practice reports; revision of gunnery for Lieutenant's Certificate.

(c) Artillery Drills—

G.A.T., I., 1914, Chaps. IV., V. and VI.

Drill pamphlet—Duties of a gun group commander and of a battery commander in preparation for action and in action.

(c) Infantry Drill—

I.T., company drill and ability to correctly carry out company movements in battalion drill.

(c) Military Law—

(The Manual of Military Law and the King's Regulations are allowed to be used at this examination.)

Manual of Military Law—The Army Act, Sections 42 to 48, 50 to 56.

Militia Act, Sections 4, 10, 16, 17, 19, 23, 47 to 51, 68 to 70, 73, 74, 76, 77, 80 to 88, 99, 101, 107 to 131.

King's Regulations (Canadian), paras. 286 to 290, 342 to 504, 552 to 576, 1501 to 1514.

(3) FIELD OFFICER'S CERTIFICATE.

(a) Organization of, and Fighting Fixed Armament.

(One written examination.)

(b) Battery Commander's Duties.

(Practical and oral examination to be carried out during annual practice.)

(c) Infantry Drill.

(Practical and oral examination.)

(c) Organization of, and Fighting Fixed Armament—

G.A.T., I., 1914, Chaps. II. and III.

Lecture notes—Fort record books; fighting books; manning tables; different forms of attack on a coast fortress; duties of Fir Commander and Battery Commander; target indication; duties of garrisons of forts.

(b) Battery Commanders' Duties—

Ability to command a coast defence battery in action.

(c) Infantry Drill—

I.T., and Cer.:—Battalion drill as required for ceremonial purposes.

(4) SERGEANT'S CERTIFICATE.

(a) Guns and Mountings.

(b) Ammunition.

(c) Gunnery.

(d) Artillery Drills.

(e) Infantry Drill.

(f) Regimental Duties.

(Practical and oral examinations.)

(a) Guns and Mountings—

G.A.T., I., 1914, Chap. VII., Sections 69 to 78, and Chap. VIII.

Handbook of Gun. Description of gun and mounting; stripping, assembling and testing breech and firing mechanisms; testing sights and mountings.

(b) Ammunition.

G.A.T., I., 1914, Chap. IX., and Chap. III., Section 31.

Handbook of Gun. Description of cartridges, projectiles, tubes and fuzes.

- (c) **Gunnery**—
G.A.T., I., 1914, "Definitions," pages 13 to 17, Chap. VII., Sections 79 to 92.
- (d) **Artillery Drills**—
G.A.T., I., 1914, Chap. VI.
Drill pamphlet—Gun and group drill; duties of gun captain; general knowledge of G.C.C.; setting up, testing, and using D.R.F.
- (e) **Infantry Drill**—
I.T., 1914, Sections 11 to 54, 57 to 62, 65 to 74.
R. & M.E., Sections 1 to 37.
- (f) **Regimental Duties**—
Discipline—General Instructions.
Arrest and military custody.
Investigation of charges.
Summary and minor punishments.
Drunkenness.
Guard reports and conduct sheets.
Disposal of prisoners awarded detention by C.O.
Courts of inquiry, committees and boards.
- Duties**—Duties of a Subaltern.
Responsibility for public money and stores.
Organization of a company.
Roster of duties.
Daily duties.
Guards and piquets.
Honours and salutes.
Duties in aid of civil power.
- Miscellaneous**—Enlistment.
Conditions of service.
Officers' and sergeants' messes (their objects).
Men's messing and cooking (general system).
System of keeping company books, accounts and returns.
Dress of officers and men.
Correspondence (to write and address official letters).
Pay and allowances of N.C.O.s and men of a company.
Method of supplying food, forage, ammunition and stores in peace (general knowledge).
(H.Q. 3378—27—1.)

SYLLABUS (D)—ARTILLERY, SIEGE.

Note: The books referred to are:—

- "Cer."—Ceremonial, 1912.
"F.S.R."—Field Service Regulations, Part I, 1909.
"G.A.T., I."—Garrison Artillery Training, Vol. I., 1914.
"G.A.T., II."—Garrison Artillery Training, Vol. II., 1914.
"I.T."—Infantry Training, 1914.
"R. & M.E."—Rifle and Musketry Exercises for the Ross Rifle, 1914.

(1) LIEUTENANT'S CERTIFICATE.

- (a) Gun, Carriage and Platform.
(b) Ammunition.
(c) Gunnery.
(d) Gun and Section Drill.
(e) Observation and Plotting.
(f) Telephony.
(g) Infantry Drill.
(h) Regimental Duties.
(Practical and oral examinations, except as necessary for gunnery calculations.)
- (a) **Gun, Carriage and Platform**—
Handbook B.L. 6" Howitzer—General description of gun, carriage and limber, including anchoring buffer, springs and sighting arrangements.
Double-decked platform and top carriage.
- (b) **Ammunition**—
Handbook B.L. 6" Howitzer—Cartridges, projectiles, tubes and fuzes.
- (c) **Gunnery**—
G.A.T., I., 1914, "Definitions," pages 13 to 17, Chap. VII., Sections 79 to 92.
Lectures—Range tables and 50% zones.
- (d) **Gun and Section Drill**—
G.A.T., II., 1914, Chaps. II., III. and IV.
Drill pamphlet—Drill of gun detachments; layer; gun captain and section commander; lines of fire and calculating displacement.
- (e) **Observation and Plotting**—
G.A.T., II., 1914, Chap. V. and Appendix I., Sections 73 to 77. Observation of fire instrument; description; setting up, drill and use; making out ranging sheets.
- (f) **Telephony**—
G.A.T., II., Appendix I., Sec. 79, telephone, portable C. Mk. II., tests, faults, setting up and operating.
- (g) **Infantry Drill**—
I.T., 1914, Sections 11 to 54, 57 to 62, 65 to 74.
R. & M.E., Sections 1 to 37.
Cer., Sections 56 to 63.
- (h) **Regimental Duties**—
Discipline—General Instructions.
Arrest and military custody.
Investigation of charges.
Summary and minor punishments.
Drunkenness.
Guard report and conduct sheets.
Disposal of prisoners awarded detention by C.O.
Courts of inquiry, committees and boards.
- Duties**—Duties of a Subaltern.
Responsibility for public money and stores.
Organization of a battery.
Roster of duties.

Daily duties.
 Guards and piquets.
 Honours and salutes.
 Duties in aid of civil power.
 Miscellaneous—Enlistment.
 Conditions of service.
 Officers' and sergeants' messes (their objects).
 Men's messing and cooking (general system).
 System of keeping battery books, accounts and returns.
 Dress of officers and men.
 Correspondence (to write and address official letters).
 Pay and allowances of N.C.O.s and men of a battery.
 Method of supplying troops with food, forage, ammunition and stores in peace (general knowledge).

(2) CAPTAIN'S CERTIFICATE.

- (a) Observation of Fire.
- (b) Ranging.
- (c) Section and Battery Drill.
- (d) Infantry Drill.
- (e) Military Law.
 (Written examinations, except in drills.)
- (a) Observation of Fire—
 G.A.T., II., 1914, Chap. V.
- (b) Ranging—
 G.A.T., II., 1914, Chap. VI.
- (c) Section and Battery Drill—
 G.A.T., II., 1914, Chaps. III. and IV.
 Drill Pamphlet.
- (d) Infantry Drill—
 I.T., 1914. Company drill.
- (e) Military Law—
 (The Manual of Military Law and the King's Regulations are allowed to be used at this examination.)
 Manual of Military Law—The Army Act, Sections 42 to 48, 59 to 58.
 Militia Act, Sections 4, 10, 16, 17, 19, 23, 47 to 51, 68 to 70, 73, 74, 76, 77, 80 to 88, 99, 101, 107 to 131.
 King's Regulations (Canadian), paras. 286 to 290, 342 to 504, 552 to 570, 1601, 1805 to 1814.

(3) FIELD OFFICER'S CERTIFICATE.

- (a) Employment of Siege Artillery.
 (One written examination.)
- (b) Battery Commander's Duties.
 (Practical and oral examinations, to be carried out during annual practice.)
- (a) Employment of Siege Artillery—
 G.A.T., II., 1914, Chaps. VII. and VIII.
 F.S.R., Chap. VIII.
- (b) Battery Commander's Duties.
 Ability to command a siege battery in action.

(4) SERGEANT'S CERTIFICATE.

- (a) Gun, Carriage and Platform.
- (b) Ammunition.
- (c) Gunnery.
- (d) Gun and Section Drill.
- (e) Observation and Plotting.
- (f) Telephony.
- (g) Infantry Drill.
- (h) Regimental Duties.
 (Practical and oral examination.)
- (a) Gun, Carriage and Platform—
 Handbook of B.L. 6" Howitzer—General description of gun, carriage and limber, including anchoring buffer, springs and sighting arrangements; double-decked platform and top carriage.
- (b) Ammunition—
 Handbook of B.L. 6" Howitzer—Cartridges, projectiles, tubes and fuzes.
- (c) Gunnery—
 G.A.T., I., 1914, "Definitions," pages 13 to 17, Chap. VII, Sections 79 to 92.
 Lectures—Range tables and 50% zones.
- (d) Gun and Section Drill—
 G.A.T., II., 1914, Chaps. III. and IV.
 Drill pamphlet—Drill and gun detachment; duties of gun captain and general knowledge of those of section commander; lines of fire; calculation of displacement.
- (e) Observation and Plotting—
 G.A.T., II., 1914, Chapter V. and Appendix I, Sections 73 to 77. Observation of fire instrument; description, setting up, drill and use; making out ranging sheets.
- (f) Telephony—
 G.A.T., II., 1914, Appendix I, Section 79. Telephone, portable C. Mk. II., tests, faults, setting up and operating.
- (g) Infantry Drill—
 I.T., Sections 11 to 54, 57 to 62, 65 to 74.
 R. & M. E., Sections 1 to 37.
- (h) Regimental Duties—
 Discipline—General Instructions.
 Arrest and military custody.
 Investigation of charges.
 Summary and minor punishments.
 Drunkenness.
 Guard reports and conduct sheets.
 Disposal of prisoners awarded detention by C.O.
 Courts of inquiry, committees and boards.
 Duties—Duties of a Subaltern.
 Responsibility for public money and stores.
 Organization of a battery.
 Roster of duties.
 Daily duties.
 Guards and piquets.
 Honours and salutes.
 Duties in aid of civil power.

Miscellaneous—Enlistment.

Conditions of service.

Officers' and sergeants' messes (their objects).

Men's messing and cooking (general system).

System of keeping battery books, accounts and returns.

Dress of officers and men.

Correspondence (to write and address official letters).

Pay and allowances of N.C.Os. and men of a battery.

Method of supplying troops with food, forage, ammunition and stores in peace (general knowledge).

(H.Q. 3378—27—1.)

SYLLABUS (E)—ENGINEERS.

(1) LIEUTENANT'S CERTIFICATE.

- (a) Infantry. As laid down in (G) for infantry lieutenants.
- (b) Equestration. As for captains of dismounted branches.
- (c) Engineer Drill.
(One practical examination.)
The candidate will be required to drill a field troop or company.
- (d) Field Engineering.
(One written examination.)
(One practical and oral examination.)

Books—

"Engineer Training, 1912," Sections 65 to 81.
Manual of Field Engineering.

Note—

Candidates may be examined in (c) at a camp of instruction.

(2) CAPTAIN'S CERTIFICATE.

- (a) Field Engineering.
(One written examination.)
(One practical and oral examination.)
- (b) Organization, Administration and Equipment.
(One written examination.)
Duties of Engineers in war; Administration of Engineer Units in War.
Organization, administration and equipment of the candidate's own unit in peace and war.

Page 324, under "Captain's Certificate,"
line 12,

Delete "Parts I & II" and
Substitute "Vols. I & II,"
Engineer Training, 1912.

Note—

This certificate may be obtained at the School of Military Engineering, Halifax, at a Provisional School, or at an examination held at a camp of instruction.

(3) FIELD OFFICER'S CERTIFICATE.

Field Engineering.

(One practical examination.)

Note—Candidates may be examined at the School of Military Engineering, Halifax, at a Provisional School.

Page 325—under Field Officer's Certificate,"

line 8,

Delete "Parts I and II" and
Substitute "Vols. I and II."

H.Q. 970-1-7

P.C. 3031 of 22-8-21

A simple scheme will be set for some engineering work in the field, under active service conditions, such as a bridge, a pier, a roadway, a demolition, or an earthwork.

The strength of the working party will be given.

All material available locally may be utilized in addition to the equipment carried by the unit forming the working party. A maximum of 3 hours will be allowed, exclusive of the time taken in proceeding to and from the site.

The candidate will submit:—

- (1) A report giving reasons for selection of design, calculations, if any, and any information on points affecting the work.
- (2) Pencil sketches of all details, on section paper.
- (3) Working party table (see "Manual of Field Engineering, 1911," Appendix II.).

Books Allowed at the Examination—

"Field Service Pocket Book."
"War Establishments, Canadian Militia."
"Equipment Regulations, Part II., Section 3"

Books Recommended—

"Manual of Field Engineering."
"Military Engineering," Parts I., III. and IV.
"Field Service Regulations," Part I. (Operations).
"Engineer Training, 1912."
(H.Q. 5—1—35.)

(4) SERGEANT'S CERTIFICATE.

- (a) Infantry Certificate. As laid down for infantry N.C.Os.
- (b) Equestration (for mounted N.C.Os. only). As for Lieutenants.
- (c) Technical subjects.
(One written examination.)
(One practical and oral examination.)

Can be taken at the School of Military Engineering, Halifax, at a Provisional School, or at an examination held at a camp of instruction.

(c). Technical subjects—For Sergeant's Certificate, Field Troops and Companies.

Subject.	Text Book.
Field Geometry. Tools and Materials. Working parties. Reconnoitring. Clearance of foreground and improvement of cover. Earthworks. Obstacles. Knitting and lashing. Bridges. Camping arrangements. Demolitions. Formulae for explosives. Blocks and tackles. Use of spars. Barrel piers—Drill for.	Manual of Field Engineering.

(c) Technical subjects—For Sergeant's Certificate, Telegraph Detachments.

Subject.	Text Book.
A general knowledge of the elementary theory of the following:—	
1. Electricity. Sources of E.M.F. Simple circuits Ohm's law Divided circuits Earth returns Fall of potentials	Instruction in Army Telegraphy and Telephony. Vol. I, Chapter I.
Principles of Batteries—Generally.	
2. Instruments. Galvanometers. Single current key Sounders Simple telegraph circuits. Military direct working instruments. Relays	Vol. I, Chapter II.
Single current system	Vol. I, Chapter III.
Transmitters and receivers. Generators Bells	Vol. I, Chapter IV.
Telephone sets; office and portable Vibrator system	Vol. I, Chapter XI.
3. Field telegraph offices.	Vol. I, Chapter XII.
4. Testing	Vol. I, Chapter XV.
5. Routine and Organization.	Vol. I, Chapter XVIII.
6. For Cable Detachments only. Laying Field Cable. Special Field and Miscellaneous Stores Storing and testing materials. Testing and storing apparatus. Connecting up instruments. Identification of wires.	Vol. I, Chapter XIX.
	Vol. I, Chapter XXI.
	Vol. II, Chapter I.
	Vol. II, Chapter IV.
	Vol. II, Chapter IX.

Subject.	Text Book.
7. For Air Line Detachments only. Erecting Field Air Line. Maintenance of Field Air Line. Special Field and Miscellaneous Stores Construction of Permanent Lines (Aerial) Line Test Boxes, Terminal Strips. Junction of Maintenance and Protection from Power Circuits. Storing and testing material. Testing and storing apparatus. Connecting up instruments. Identification of wires.	Vol. II, Chapter II. Vol. II, Chapter III. Vol. II, Chapter IV. Vol. II, Chapter V. Vol. II, Chapter VI. Vol. II, Chapter IX.

(c) Technical subjects—For Sergeant's Certificate, Wireless Sections.

Subject.	Text Book.
A general knowledge of the elementary theory of the following:—	Instruction in Army Telegraphy and Telephony.
1. Electricity. Sources of E.M.F. Simple circuits Ohm's Law Divided circuits Earth terminals Fall of potentials	Vol. I, Chapter I.
Magnetic effects of current. Capacity of condensers. Induction and induction coils. Hertzian waves Waves length Tuning	
Batteries, dry, wet and storage generally.	Vol. I, Chapter II.
2. Instruments. Dynamoes, alternating and direct. Detectors Coherers Potentiometers Aerials	Any text book on this subject.
Transmitters and Receivers.	
3. Method of dealing with messages, office routing and organization.	Vol. I, Chapter XI.
4. Internal combustion engines.	Vol. I, Chapter XXI.
5. Pack outfit and pack saddlery.	Any text book on the subject. Details as published from time to time.

(H.Q. 5—1—6.)

Officers—Canadian Engineers—Wireless Telegraph Detachments.

To qualify for appointment to Wireless Telegraph Detachments, officers will be required to pass an examination in the following special subjects:—

Subject.	Text Book.
1. Administration, establishment, equipment and organization of a Signal Troop (Wireless Detachment) with a Mounted Brigade.	Regulations for the Equipment of the Army, Part 2, Section K.E. Signal Troop with Mounted Brigade, Regular Army. General Order 96 1913. Appendix A to G.O. 96, 1913.
2. General knowledge of the drill for erecting and dismantling of Wireless Pack Stations. Instructions for Wireless Signal Stations. Method of dealing with wireless messages and procedure of operators. Instructions for the care of the engine, alternator and instruments of pack wireless sets.	Handbook of Procedure for Use with Wireless Signal Stations in the Army, Chapters II, III, IV and V and Appendix II.
3. Inter-communication and orders.	Mold Service Regulations, 1909 (Reprint 1912), Part I, Chapter II, Sections 8, 15, 17, 18 and 20.
4. Field Telegraph Offices. Testing routine and organization.	Instruction in Army Telegraphy and Telephony, Chapters XVIII and XIX.
5. A general knowledge of the various methods of establishing communication in the field.	

Officers—Canadian Engineers—Telegraph Detachments.

To qualify for appointment to Telegraph Detachments, officers will be required to pass an examination in the following special subjects:—

Subject.	Text Book.
1. Administration of No. 1 Section (Cable Detachment) of a Signal Company.	Instructions issued in G.O. 96 of 1913.
2. Organization and equipment of No. 1 Section (Cable Detachment) of a Signal Company.	Instructions issued in G.O. 96 of 1913. Regulations for the Equipment of C.E., Part II, Section III, No. 1 Section of a Signal Company.
3. Duties of No. 1 Section (Cable Detachment) of a Signal Company.	Instructions issued in G.O. 96 of 1913.

Subject.	Text Book.
4. General knowledge of the instruments used in No. 1 Section (Cable Det.) of a Signal Company.	Instructions in Army Telegraphy and Telephony, Vol. I, Chaps. III and IV.
5. Field Telegraph Offices. Testing routine and organization.	Instructions in Army Telegraphy and Telephony, Chaps. XVIII and XIX.
6. Cable Drill.	Instructions in Army Telegraphy and Telephony, Vol. II, Chap. I.
7. A general knowledge of the various methods of establishing communication in the field.	

SYLLABUS (F)—CORPS OF GUIDES.

The syllabus of the work required to qualify for the various ranks in the Corps of Guides will be found in Appendix IX., together with other information regarding the Corps of Guides.

SYLLABUS (G)—INFANTRY.**For Lieutenants' Certificate.**

- Squad, section, platoon, extended order, and company drill; rifle exercises; guards and ceremonial.
- Elementary tactics and field training.
- Care of arms and elementary musketry.
- Topography.
- Discipline and military law.
- Duties and interior economy.
- Organization.
- Physical and bayonet training, equivalent to a six day course in P. and B.T. or sufficient to qualify an officer to supervise the work of his platoon in these subjects.

In addition, lectures are to be given on the following heads, sufficient to ensure a candidate possessing an intelligent knowledge of each subject.

Lewis automatic rifle.
Machine-guns.
Anti-gas measures.
Explosives and grenades.
Telling of working parties and allotting tasks.
Physical fitness.
Trench warfare.
Leadership and morale.
Hygiene and sanitation.
First aid.

For Captains' Certificate.

Officers entering upon course B must have a thorough knowledge of the work comprised in course A.

- (a) Company and battalion drill in close and extended order; ceremonial.
- (b) Tactics and field training.
- (d) Topography.
- (e) Military law.
- (g) Organization, administration and equipment.

For Field Officers' Certificate.

Officers entering upon course C must have a thorough knowledge of the work comprised in courses A and B.

- (a) The practical handling of a battalion in close order drill and in the field; ceremonial.
- (b) Tactics and field training.
- (d) Topography and field sketching.
- (e) Military law.
- (g) Organization, administration and equipment.
- (i) Equestration.

Note: Details regarding each subject and information concerning courses are published in pamphlet form for general information.

For N.C.Os. Certificate.

The subjects will be as laid down for the Lieutenant's qualifying course on appointment, but the scope adapted to the knowledge essential for the performance of his duties in camp and the tactical instruction and handling of his unit in the field.

(H.Q. 5830—1—3).

SYLLABUS (H)—CANADIAN ARMY SERVICE CORPS.

(1) LIEUTENANT'S CERTIFICATE.

- (a) Military Law.
(One written examination.)
- (b) Duties and Interior Economy.
(One written examination.)
- (c) Supply.
(One written examination.)
- (d) Transport.
(One written examination.)
- (e) Drills.
(Practical examination.)
- (f) Ceremonial.
(Practical examination.)

Books Recommended—

Army Service Corps Training, Part I.
 " " " " Part II.
 " " " " Part III. (omitting British vehicles).

C.A.S.C. Manual.
 Financial Regulations.
 Guide, The (Otter).

Regulations for Supply, Transport and Barrack Services.
 Yeomanry and Mounted Rifle Training.

K.R. & O.

Manual of Military Law.

Field Service Pocket Book.

Animal Management.

- (a) **Military Law—**
 Principles of discipline.
 Definitions of military law and martial law.
 Arrest and military custody.
 Investigation of charges.
 Summary and minor punishments.
 - (b) **Duties and Interior Economy—**
 Roster of duties.
 Daily routine of duties.
 Salutes and compliments.
 Orderly duties.
 Responsibility of subalterns.
 Officers' and sergeants' messes (their objects).
 Men's messing and cooking (general system).
 Officers, W.Os., N.C.Os. and soldiers generally.
 Dress of officers and men.
 Books, company, &c., and individual.
 Correspondence, to write and address an official letter.
 Making out simple parade state of a company.
 Pay and efficiency pay.
 - (c) **Supply—**
 Rations, contract, meat, cattle, sheep, groceries, bread, forage, flour, baking, making out supply accounts.
 - (d) **Transport—**
 Definitions, fitting harness and saddlery, loading wagons, encampments, feeding of horses and cattle.
 - (e) **Drills—**
 Equestration.
 Foot drill.
 Wagon drill.
 Fitting of harness and saddlery.
 Rifle drill.
 - (f) **Ceremonial—**
 Guards and sentries.
- (2) CAPTAIN'S CERTIFICATE.**
- (a) Military Law.
(One written examination.)
 - (b) Duties and Interior Economy.
(One written examination.)
 - (c) Supply.
(One written examination.)
 - (d) Transport.
(One written examination.)
 - (e) Drills.
(Practical examination.)
 - (f) Musketry.
(Practical examination.)

Books Recommended—

- Army Service Corps Training, Part I.
 " " " " Part II.
 " " " " Part III. (omitting British vehicles).

C.A.S.C. Manual.
 Canadian Militia War Establishments.
 Field Service Pocket Book.
 Guide, The (Otter).
 King's Regulations and Orders, Canadian Militia.
 Manual of Military Law.
 Musketry Regulations, Part I.
 Rifle and Musketry Exercises for the Ross Rifle, 1914.
 Regulations for Supply, Transport and Barrack Services.
 Yeomanry and Mounted Rifle Training.

(a) Military Law—

Powers of a Commanding Officer, Courts of Inquiry and Boards (composition and powers).
 Offences punishable by civil law.
 The accused and defaulters.
 Aid to civil power.

(b) Duties and Interior Economy—

Guards, sentries, pickets and police.
 Drills and parades, guard, picket, tattoo, ration, sick, muster, orderly-room and kit inspection parades.
 Officers—Special functions of Commanding Officers and Regimental Staff.
 Enlistment, discharge, pay, barracks, orders, hospital, rations, fuel and light; officers', sergeants' and company messes; leave, passes, servants.
 Regimental books.
 Correspondence generally.

(c) Supply—

Employment of A.S.C. in the field.
 Rations, contracts, meat, cattle, sheep, groceries, bread, forage, flour, baking, and making out supply accounts.

(d) Transport—

The employment of A.S.C. in the field: definitions; fitting harness and saddlery; loading wagons; encampments; feeding of horses and cattle.

(e) Drills—

Equitation.
 Instruction in foot drill.
 Instruction in wagon drill.

(f) Musketry—

Instruction of the recruit in drill, firing and practice returns.

(3) FIELD OFFICER'S CERTIFICATE

(a) Supply.

(One written examination.)

(b) Transport.

(One written examination.)

(c) Horsemastership.

(Practical examination.)

(d) Drill and Field Training of a Company.

(Practical examination.)

Books Recommended—

- Animal Management.
 Army Service Corps Training, Part I.
 " " " " Part II.
 " " " " Part III. (omitting British vehicles).

C.A.S.C. Manual.
 Canadian Militia War Establishments.
 Field Service Pocket Book.
 Musketry Regulations, Part I.
 Rifle and Musketry Exercises for the Ross Rifle, 1914.
 Regulations for Supply, Transport and Barrack Services.
 Yeomanry and Mounted Rifle Training.

(a) Supply—

General principles of the supply of rations, forage, etc. in the field.
 Lines of communication, how organized with regard to Supply Depots.
 Supply Depots.
 Supply Accounts.
 Contracts.

(b) Transport—

General principles of the organization of transport in the field.
 Lines of communication.

(c) Horsemastership—

(d) Drill and Field Training of a Company—

(H.Q. 3378-12-1).

(4) SERGEANT'S CERTIFICATE.

The subjects of examination will be as laid down for Lieutenant's certificate, except (a) Military Law, but the scope will be limited to the knowledge essential for the performance of his duties in Camp and in the Field.

(H.Q. 3378-12-1).

SYLLABUS (J)—ARMY MEDICAL CORPS.

(1) LIEUTENANT-COLONEL'S CERTIFICATE.

(a) Organization and Administration.

(b) Sanitation.

(c) Laws and Customs of War, especially as regards the Convention of Geneva.

(Written examinations).

(a) Organization and Administration—

The Medical organization and administration of a Division of active service in Canada, and the problems connected therewith.

R.A.M.C. Training.

Regulations, Canadian Medical Service.
 Manual of Equipment, Canadian Medical Service.
 Field Service Regulations, Parts I. and II.

War Establishments, Canadian Militia.
Canadian Militia Mobilization Regulations.
Standard Works on the Strategic and Tactical Employment of the Medical Service.

- (b) **Sanitation—**
The sanitary organization and administration of an army on active service in Canada, and the problems connected therewith.
R.A.M.C. Training.
Field Service Regulations, Part II.
Manual of Elementary Military Hygiene.
Standard Works on Military Sanitation.
- (c) **Laws and Customs of War, especially as regards the Convention of Geneva.**
Manual of Military Law, Chapter XIV.

(2) MAJOR'S CERTIFICATE.

- (a) Organization and Administration.
(b) Sanitation.
(Written examinations.)
- (a) **Organization and Administration—**
The medical organization and administration of units on active service in Canada and problems connected therewith.
R.A.M.C. Training.
Regulations, Canadian Medical Service.
Manual of Equipment, Canadian Medical Service.
Field Service Regulations, Parts I. and II.
War Establishments, Canadian Militia.
Canadian Militia Mobilization Regulations.
Standard works on the Strategic and Tactical Employment of the Medical Service.
- (b) **Sanitation—**
The sanitary organization and administration of units on service in Canada and problems connected therewith.
R.A.M.C. Training.
Field Service Regulations, Part II.
Manual of Elementary Military Hygiene.
Standard Works on Military Sanitation.

(3) LIEUTENANT'S OR CAPTAIN'S CERTIFICATE.

- (a) Administration.
(Written examination.)
- (b) Sanitation.
(Written examination.)
- (c) Drill and Exercises, etc.
(Practical examination.)
- (a) **Administration—**
R.A.M.C. Training.
Regulations, Canadian Medical Service.
Manual of Equipment, Canadian Medical Service.
Pay and Allowance Regulations.

- (b) **Sanitation—**
R.A.M.C. Training.
Manual of Elementary Military Hygiene.
- (c) **Drill and Exercises, etc.—**
Squad and Company Drill, Corps Exercises, Map Reading and Care of Horses and Transport.
Infantry Training.
R.A.M.C. Training.
Manual of Map Reading and Field Sketching.
Memorandum for Camps of Instruction, Parts and II.

(4) NURSING SISTERS.

- (a) Administration.
(Written examination.)
- (b) Practical.
- (a) **Administration—**
Regulations, Canadian Medical Service.
Standing Orders, Permanent Army Medical Corps.
R.A.M.C. Training.
Manual of Elementary Military Hygiene.
- (b) Practical.

(5) SERGEANT'S CERTIFICATE.

Duties of a Non-commissioned Officer of the Canadian Medical Service.

R.A.M.C. Training.
Manual of Equipment, Canadian Medical Service.
Manual of Elementary Military Hygiene.
(H.Q. 393-8-43).

(6) DENTAL SURGEONS.

Regulations, Canadian Medical Service.
Manual of Equipment, Canadian Medical Service.

SYLLABUS (K)—CANADIAN ARMY VETERINARY CORPS.

(1) LIEUTENANT'S CERTIFICATE.

- (a) Military Law.
(One written examination.)
- (b) Duties of Executive Veterinary Officers.
(One written examination.)
- (a) **Military Law—**
Principles of Discipline.
Definition of Military Law.
Arrest and Military Custody.
Investigation of Charges.
Summary and Minor Punishments.
Courts of Inquiry and Boards.

Books—

K. R. & O. (Canadian).
The Guide (Otter).

(b) Duties of Executive Veterinary Officers—

Fitting of Saddlery and Stable Duties.
 Care of Horses on the March.
 Examination of Horses Prior to Active Service.
 Routine of Camp Duties.
 Descriptive Roll of Horses.
 Daily Sick Reports and Veterinary Field Case Books.

Books—

Regulations for the Canadian Army Veterinary Corps.
 Animal Management.

(2) CAPTAIN'S CERTIFICATE.

(a) Military Law.

(One written examination).

(b) Duties of Executive Veterinary Officers.

(One written examination).

(c) Equitation.

(d) Military Law—

Powers of a C.O.
 Courts of Inquiry and Boards.
 Offences Punishable by Civil Law.
 The Accused and Defaulters.

Books—

King's Regulations and Orders (Canadian).
 Manual of Military Law.

(b) Duties of Executive Veterinary Officers—

Inspection of Fencing and Watering Arrangements.
 "Animal Management."

Boards on Injured Horses.
 Camp Grounds and Piquet Lines.
 Transport of Animals by Rail and Sea.
 "Regulations for Army Veterinary Services."
 Correspondence.
 K. R. & O. (Canadian).

(c) Equitation—

As for Captains of Dismounted Branches in Para —

(3) FIELD OFFICER'S CERTIFICATE.

(a) Administration and Organization.

(One written examination).

(b) Duties of Principal Veterinary Officers.

(One written examination).

(a) Administration and Organization—

A detailed knowledge for both peace and war of the administration, organization, equipment, terms of service and pay of the C.A.V.C.
 Field Service Regulations, Part II.

(b) Duties of Principal Veterinary Officers—

Supply of Veterinary Medicines
 Control of Contagious Diseases.
 Remount Depots.

(H.Q. 621-3-10).

SYLLABUS (L)—QUARTEEMASTERS AND QUARTERMASTER-SERGEANTS.

(1) QUARTERMASTER'S CERTIFICATE.

Duties of Quartermasters.

(One written examination).

Duties of Quartermasters in Peace and War—

C.A.S.C. Manual.

Judging Supplies—

C.A.S.C. Manual.

Method of Supplying Troops with Food, Ammunition, &c., in Peace and War—

C.A.S.C. Manual.

Supply Manual (War).

Field Service Regulations, Part I.

Movement of Troops by Land and Sea—

C.A.S.C. Manual.

Field Service Regulations, Part I.

Water Supply and Sanitation—

Manual of Elementary Military Hygiene.

Field Service Regulations, Part I.

Wheeled Transport: How Organized and Maintained—

C.A.S.C. Manual.

Field Service Regulations, Part I.

Camps, Bivouac and Billowing—

C.A.S.C. Manual.

Field Service Regulations, Part I.

Field Service Pocket Book.

Method of Accounting for Equipment and Stores—

Clothing Regulations, Canadian Militia.

Militia Book No. 5).

Cooking and Messing Arrangements—

Instructions to Cooks.

Baggage: How Carried, Allowance for Camps—

K. R. & O. (Canadian).

Pay and Allowance Regulations.

(2) QUARTERMASTER-SERGEANTS.

Duties of Quartermaster-Sergeants.

(Written examination).

The subjects will be as laid down for Quartermaster's Certificate, but modified in scope and adapted to the knowledge essential for the proper performance of the duties of a Quartermaster-Sergeant.

(H.Q. 480-16-4).

APPENDIX VII.

(Efferred to in paras. 779, 780 and 783).

EXAMINATIONS FOR PROMOTION—PERMANENT
FOROE.

ROYAL CANADIAN ENGINEERS.

Lieutenants for Promotion to Captain.

Subject (f)—Technical Examinations.

G.O. 156—
1913.

1. Lieutenants will be examined before promotion as to their technical qualifications in field engineering and in construction, in accordance with the following instructions.

2. Applications from officers to be examined in either sub-heads (i.) or (ii.) will be submitted to the Officer Commanding the District and, if approved by him, forwarded to the Commandant, School of Military Engineering, Halifax. At the same time the Commandant will be notified as to the name of the supervising officer.

In the case of examination in subject (f) (i) Field Engineering Test—the supervising officer will send direct to the Commandant, School of Military Engineering, an outline of a suitable examination, giving sufficient information regarding local conditions, maps available, etc., to enable the Commandant to set the examination.

3. The projects will be set under the direction of the Commandant, S.M.E., and will be forwarded by him, under confidential cover, to the officer detailed to supervise the examination. This supervising officer will be the senior R.C.E. officer at the candidate's station, or another R.C.E. officer specially detailed under arrangements made by the D.O.C. with Militia Headquarters.

4. The site, or any other particulars necessary to adapt the project to local conditions, will be inserted by the supervising officer.

5. The projects, will, on completion, be forwarded to the Commandant, S.M.E., with the criticisms of the supervising officer, who will especially state his opinion as to the extent to which local conditions are satisfied. In order to secure uniformity of marking, the projects will be examined and marked by a standing board, consisting of the Commandant, S.M.E., as president, and two officers appointed by him, as members.

The Commandant will communicate the result (on M.F.B. 303) to Militia Headquarters, showing the percentage of marks allotted by the standing board. A copy of the proceedings of the board will be forwarded to the Officer Administering the R.C.E. for his information.

An officer must obtain 50 per cent. in each subhead in order to qualify for promotion.

(f) (i)—Field Engineering Test.

6. For examination in field engineering, each officer will work out a project for the carrying out under service conditions of some work in the field such as a restoration or erection of a bridge, the erection of a pier for landing stores, a railway deviation over a river or ravine, the water supply of a camp for (say) a division, a scheme for entraining or detraining troops at some station, the erection of field works to supplement the permanent works of the land front of a fortress, or a project for points d'appui in an extended position.

7. The project will be divided into two parts, as follows:—

1st. The first part is intended to test an officer's ability to grasp the essential points of the work he has to execute and to work out rapidly a project for it, in sufficient detail only to enable him to get his men to work without loss of time, and to form an estimate of the shortest time required to complete the work, consistent with absolute safety.

This part will include:—

(a) Sketches of the works he proposes to construct and preliminary estimate of the stores necessary, but in sufficient detail only to enable him to commence work and employ the labour fully until such time as he can provide more work by the further elaboration of the project.

(b) Calculations for such materials only as require it and for which he is indenting in the first place.

(c) An estimate of the greatest number of men (with their trades) which he can usefully employ.

(d) The lowest estimate of the time in which the work can be completed, which is that consistent with absolute safety.

2nd. The second part is intended to test the candidate's ability to organize the labour and to carry on the work in detail, and will include:—

(e) Detailed drawings of the works included in (a) of the first part, with a supplementary list of stores to complete all that are necessary.

(f) Calculations for such materials as require it, and are not included in (b) of first part.

(g) A detailed scheme for the organization of labour.

(h) A general account of the order and method in which the work will be carried out.

(i) A closer estimate of time than that given in (d) of first part.

8. The first part will be carried out entirely in the field; the time allowed, exclusive of journeys to and from the site, will vary from one to three hours at the discretion of the officer setting the project.

The hour of commencement will be so arranged that the first part will be handed in to the supervising officer about 2 p.m. or 3 p.m. This officer will then initial the work and return it at once to the candidate, who will proceed to carry out the second part of the project indoors.

In the elaboration of the scheme in the second part a candidate may be allowed to make alterations or additions to the scheme originally worked out in the first part in matters of

detail only, but the work originally handed in must not be altered.

The whole of the work will be handed in by 9 a.m. on the following morning.

Only such books as officers would be likely to have available in the field may be used. These will be specified by the officer setting the project.

On completion of the project, the officer will write a certificate that the whole of the work has been carried out without any assistance, except from the technical books specified.

The time of issue and return will be recorded by the supervising officer on the original project and on both parts of the work produced, and the whole of the papers are to be treated as confidential.

(f) (ii)—Construction Test.

9. The project will consist of the following:—

Each officer will prepare a complete design of some construction work, such as a small building, some reconstruction work or some extensive repair, if possible, in connection with the requirements of his station.

The design is to be accompanied by a report which should give briefly the reasons for adopting the design chosen, and should also treat very briefly the questions of drainage, lighting, heating, water supply, foundations, etc., and give any necessary calculations for walls, floors, roofs, pipes, wiring, heating, etc. The design should also be accompanied by a specification, a bill of material, and a close estimate of cost in which the methods of obtaining prices quoted should be set out in full.

10. The project must be completed and handed in by the officer within two months of the date on which it is given him. This period may be extended if the supervising officer is of the opinion that pressure of official work renders such extension necessary and submits a certificate to this effect.

With the project the officer will furnish a certificate that the whole of the work has been carried out without any assistance except from technical books and that no existing building has been copied.

The dates of issue and return will be distinctly noted on the project, and the whole of the papers are to be treated as confidential. (H.Q. 586-10-30).

APPENDIX VIII.

(Referred to in paras. 180, 776, 780 and 781).

(A)—CANADIAN ORDNANCE CORPS.

Subject (c).

The proportion of marks required for a "pass" in subject (c) will be .50 in each subhead.

Subject (c) (i)—Ordnance Duties.

A general knowledge of the duties as set out in the various regulations, but, as regards Lieutenants in particular, the duties of those directly in charge of stores.

Captains for promotion to major will be examined on a paper of a higher order, embracing the whole of the duties (inspection of explosives excepted) which officers of the C.O.C. are liable to be required to perform.

1. (i) Canadian Ordnance Corps—Composition and functions; duties and responsibilities of officers, warrant officers, storeholders and foremen.

2. Administration of offices, storehouses, magazines and workshops.

3. Provision of stores.

4. Receipt and issue of stores, care, custody and repair of stores.

5. Keeping ledger accounts, inspection of stores from contractor, etc.

6. Regimental records, enlistments, discharges, etc.

Books.—

K. R. & O. (Canada.)

Standing Orders for C.O.C.

Regulations for C. Os.—Parts I. and II.

Regulations for Magazines.

Clothing Regulations—Parts I. and II.

Equipment Regulations.

Priced Vocabulary of Stores—Can., Part I.

Br., Part II.

Subject (c) (ii)—Organization, Administration and Equipment.

This subject will be dealt with especially from the point of view of the requirements of the Canadian Ordnance Corps.

Subject (c) (iii)—Technical Stores.

In addition to the books recommended a series of lectures will be arranged covering a period of four to six weeks—at which candidates will be allowed to make notes using these notes later at their written examination.

1. Guns—Manufacture and examination; injuries with causes and method of repair (generally); knowledge of all parts.

2. Carriages—General knowledge of all parts of all carriages and limbers and other mountings; the care and preservation of carriages, limbers and mountings.

3. **Ammunition**—General knowledge of manufacture and components; classification and storage of powder, cordite, gun cotton, tubes, fuses, detonators and primers, and other explosives.
 4. **Projectiles**—A general knowledge of the manufacture and components of the various projectiles in use with methods of identification.
 5. **Technical Stores**—A general knowledge of the technical stores in use in Artillery and Engineers, and ability to identify and classify the same.
- Books.**—
 Treatise on Service Ordnance.
 Treatise on Military Carriages.
 Treatise on Ammunition.
 Regulations for Magazines.

(3)—CANADIAN ARMY PAY CORPS.

Subhead (p) (i)—Paymaster's Duties.

Subhead (p) (ii)—Organization, Administration and Equipment.

The proportion of marks required for a "pass" in subject

(p) will be:—

Subhead (p) (i)—75.

Subhead (p) (ii)—60.

Books Recommended.

Kings Regulations and Orders for the Canadian Militia.
 Pay and Allowance Regulations.
 Financial Instructions.
 Field Service Regulations, Part II.
 Regulations for Canadian Ordnance Services.
 Regulations for Canadian Engineer Services.
 Regulations for Canadian Supply, Transport and Barrack Services.
 Equipment Regulations, Part I.
 Clothing Regulations, Part I.
 Regulations for Mobilization (Canada).
 The Guide (Otter).

APPENDIX IX.

CORPS OF GUIDES.

Syllabus for Officers on Appointment to Corps of Guides.

- (A).....Written Examination 3 Papers
 1. Duties of Intelligence Officers in Peace and War.

G.O. 41—
1911.**Books of Reference—**

"Notes with regard to the collection of Intelligence in Peace Time," General Staff, 1907.
 "The Art of Reconnaissance," by Lieut.-General Sir David Henderson, "Field Intelligence: Its Principles and Practice," by Lieut.-General Sir David Henderson.
 "Practical Scout Training," by Captain C. F. Vander-Byl. General Orders for the Canadian Militia dealing with the Constitution of the Corps of Guides.

2. (a) Training.

Books of Reference—

"Field Service Regulations, Part I, 'Operations,' Chaps. I, II, III. (Sections 37-48) V. & IX." "Yeomanry and Mounted Rifle Training, Part II, 'Field Training.'"

(b) Organization and Administration.

General knowledge of the organization and administration of the Canadian Militia.

Books of reference—

"K. R. & O., Sections I, II, III and V" "Handbook of Land Forces of British Dominions, Part I, Canada, Chaps. II, III and IV."

Detailed knowledge of organization of an Infantry Division, Cavalry Brigade and Mounted Brigade and of the Corps of Guides, Canada.

3. Field Sketching and Reconnaissance, including—

- (a) Use of plain scales.
- (b) Conventional signs.
- (c) Simple problems in map reading.
- (d) General use of plane table, cavalry sketching case and prismatic compass.
- (e) Writing a report from a map on any given road or area of country in accordance with instructions contained in a simple scheme.

Books of reference:—

"Manual of Field Sketching." "Field Service Pocket Book."

- (B).....Practical Work in the Field
Sketch and Report. Sketch with plane table, cavalry sketching case or prismatic compass, on scale of three inches to one mile to accompany a report in connection with some simple scheme.

Road Report. Three miles of road without instruments, with notes regarding tactical features within 1,000 yards on either side of the road, distances to be estimated by eye, shape of ground to be indicated by form lines, Scale 2 inches to 1 mile. Time, 2 hours to complete and hand in.

(C) Equitation
The examination in "A" will be held semi-annually in December and May, but the examinations in "B" and "C" will usually be held at the conclusion of the annual camps of instruction.

"C" equitation certificates may be obtained in the usual manner as laid down for officers of the Militia.

Officers who are graduates of the Royal Military College will be required to pass in "A" 1.

Qualification of Officers for Appointment to the Corps of Guides.

An officer granted a commission in the Corps of Guides who has had no previous military service, will be required to pass in sub-heads A, B and C, within one year after his provisional appointment, and during his second training season, will generally be attached to a mounted unit at annual drill. In addition, all officers so provisionally appointed, will be required to obtain a Subaltern's certificate, cavalry, artillery or infantry, in accordance with para. 163, K. R. & O. (Canada).

An officer with previous service in the Militia who applies for a commission in the Corps of Guides, will be required to pass in sub-heads A, B and C within one year of his provisional appointment, and, in addition, must be in possession of a cavalry, artillery or infantry certificate for his rank, obtained within a reasonable time of the date of his provisional appointment to the Corps of Guides.

An officer who has recently served for at least two years in a combatant branch of the regular army, or permanent force of Canada or other British Dominion, will be considered as qualified for appointment, but will be required to qualify in sub-head C unless his previous service has been in a mounted unit, or he is otherwise qualified by his rank or staff service.

Qualification of Officers for Promotion in the Corps of Guides.

Promotion up to and including the rank of Major will be made by seniority provided an officer has the necessary qualifications prescribed, and is recommended for promotion by the District Officer Commanding.

Promotion to the rank of Lieutenant-Colonel will be by selection, but in order to be considered qualified for the rank, an officer must have attended two annual trainings as a Major; he must have obtained a M.S.C. certificate,* unless he has previous service in the regular army or permanent force, or has passed the examination for promotion to Major for the regular army or permanent force. The period of appointment to this rank will be four years, with the possibility of an extension for one year. Should an officer be twice passed over for promotion to Lieutenant-Colonel, he may be retired.

G. O. 50—
1913.

*Only if courses are held in the District to which an officer belongs.

For promotion or appointment to the rank of Major, an officer must have attended two trainings as a captain and must be in possession of a Field Officer's certificate unless he has passed the army examination for the rank of Captain.

For promotion to the rank of Captain, an officer must have attended two trainings as a Lieutenant, and must be in possession of a qualifying certificate for the rank of Captain or its equivalent.

The proviso regarding attendance at camp is modified in the case of special service officers, or those who have performed special reconnaissance in lieu, as laid down in the regulations for the Corps of Guides, as amended by General Order 55, 1913.

G.O. 78—
1918.

Divisional Intelligence Officers.

A District Intelligence Officer will be specially selected, irrespective of rank, and attached for a period of four years to the General Staff of a District.

An officer to be selected must have qualified for promotion if below the rank of Major, and, if not already in possession of a M.S.C. certificate* will be provisionally appointed, and must attend a course within one year of appointment.

*Only if courses are held in the District to which an officer belongs.

APPENDIX X.

(Extract from K. R. & O., Imperial, 1912).

INSTRUCTIONS REGARDING CEREMONIAL VISITS BETWEEN MILITARY OFFICERS EMPLOYED AS GOVERNORS OF COLONIES, AND NAVAL OFFICERS.

(Referred to in para. 1468).

General Instructions.

1. The following procedure in regard to the interchange of visits between naval officers and governors, lieutenant-governors and administrators of His Majesty's colonies, possessions, &c., abroad is to be observed:—

2. Official visits between the above are to be exchanged on the following occasions:—

(i.) On the arrival of one or more of His Majesty's ships at a port at which the governor, lieutenant-governor, administrator or commissioner of the colony, territory, or dependency is present, between any such officer and the senior officer in command of the ship or squadron.

(ii.) On the occasion of the first arrival at such port of any flag officer or commodore since taking up his appointment.

(iii.) On the occasion of a governor, lieutenant-governor, administrator, or commissioner newly appointed assuming office, between him and all flag officers and commodores present.

(iv.) These visits need not be exchanged more than once during the respective tenure of office of the King's representative and the naval officers mentioned above.

Visits—How to be Paid.

3. (i.) A governor is always to receive the first visit from the senior officer in command of the ship or squadron.

(ii.) A lieutenant-governor is to pay the first visit to a flag officer or commodore, 1st class, being a commander-in-chief, but is to receive the first visit in all other cases.

(iii.) An administrator or commissioner is to pay the visit to all flag officers or commodores, but is to receive the first visit in all other cases.

Return Visits—To be Paid Within 24 Hours.

4. (i.) A governor will return visits in person to all flag officers and commodores.

(ii.) A lieutenant-governor will do so in person to all flag officers and commodores not being commander-in-chief.

(iii.) An administrator or commissioner will do so in person to all captains.

(iv.) A flag officer or commodore will do so in person to all lieutenant-governors and administrators or commissioners.

(v.) In all other cases the return visit will be paid by an aide-de-camp or other officer deputed.

5. Should the governor or any other officer administering the government find that from indisposition, or from pressure of important business he is unable to return or pay a visit in person he will depute his aide-de-camp or some other officer to do so. In like manner should a flag officer or commodore from indisposition or pressing occupation be precluded from paying or returning a visit he will depute his flag-lieutenant or other officer not below that rank to do so. In each case the officer failing to pay the required visit in person will report the circumstance, and assign the reasons which led to the omission to the department under which he is acting.

6. An officer acting temporarily in a higher civil office or command is in respect to these visits to be upon the same footing as if he were confirmed in such office or command. See para. 1504.

7. For the purpose of these instructions—

(i.) The term "Governor" includes the Governors-General of Canada. . . .

(ii.) The term "Lieutenant-Governor" means a lieutenant-governor administering the Government as such. . . .

(iii.) The terms "Administrator" and "Commissioner" signify the administrator or commissioner of a colony, territory or dependency acting in subordination to a governor or high commissioner.

APPENDIX XI.

*REPORTS AND RETURNS.

The reports and returns specified below are to be furnished in time of peace by the officers indicated. Single copies only are required unless otherwise directed. The returns are to be transmitted direct to Militia Headquarters, unless otherwise indicated.

By C's C. Districts.

Description of Return.	No. of Form.	When to be sent.
Triennially.		
Crying Down Credit.....	MS.	Before 1st March, as per para. 421.
Yearly.		
Proposed Programme and Dates of Training of all Corps	MS.	15th January, as per para. 18(e).
Short Report as per para. 423	MS.	1st February.
Revision of Defence Scheme (Secret)	MS.	1st February.
Return of Secret Documents and Maps	A.F.—A. 24	1st November.
Inspection Reports (Active Militia)	M.F.—B. 281	After annual inspection of corps and before 1st December.
Inspection or Transfer Report	M.F.—C. 508	Within 30 days after equipment inspections or transfers.
Confidential Report on Officers, Staff and Permanent Force	M.F.—B. 318 M.F.—B. 318(a)	31st December.
Confidential Report on Officers (Active Militia)	M.F.—B. 254	31st December.
Inspection Report, Rifle Associations	M.F.—B. 223	After inspection and before 31st December.
Inspection Report, Cadet Corps	M.F.—B. 295	After inspection and before 31st December.
Report as to availability of Cavalry and Infantry Brigade Commanders, &c. for annual training, as per para. 242	MS.	Before 1st April.
Return of Officers and Men trained (Active Militia)	M.F.—B. 291	After inspection and before 31st December.
Return of strength of Corps in Camp	M.F.—B. 303	Within 15 days of close of camp.
Return of Officers of Reserve of Officers	MS.	1st May. Para. 265.
Return of Officers Retired	MS.	1st May. Para. 272.
Return of all Officers who will have attained the age limit for their rank during the year ending 1st September, together with recommendations in each case	MS.	1st August.
Return of Permanent Force	M.F.—B. 225	31st March.
Return of Courts Martial	MS.	31st March.
Return of Certificates granted	MS.	31st March.

*Financial reports and returns not specified herein will be forwarded as directed in 'Financial Instructions.'

Description of Return.	No. of Form.	When to be sent.
Report on N.C.Os. Instructional Cadres	M.F.—B. 406	To reach Militia H.Q. 31st Dec.
Mistakey Return, Camps of Instruction	M.F. 377	Close of camp.
Mistakey Return of Units trained at Local Headquarters	M.F. 377	31st December.
Return of Target Practice (Rifle Associations)	M.F.—B. 219	31st December.
Requisition for Militia Forms and Books	M.F.—C. 501	As required.
Estimate for Fuel	M.F.—C. 502	1st February.
Report on Contractors for Supplies	M.F.—C. 514 MS.	2 months prior to the completion of any contract, also by Camp Commandant within 15 days after end of camp.
Equipment Ledgers, Permanent Force, all units (except Artillery)	M.B. 8	15th April.
Equipment Ledgers, Permanent Force Artillery (except Coast Defence)	M.B. 58(a)	15th April.
Equipment Ledgers, Permanent Force Artillery (Coast Defence)	A.F.—G. 908(a)	15th April.
R.O.E. Store Ledgers	A.B. 47 M.B. 22	15th April.
C.P.A.S.C. Barrack and Hospital Stores Ledger	A.B. 29	15th April.
C.P.A.S.C. Transport Stores Ledger	A.B. 165	15th April.
P.A.M.O. Surgical and Medical Stores Ledger	A.B. 167	15th April.
O.O.C. Station Ledgers	A.B. 47	15th April.
Equipment Ledgers, Active Militia—all units (Artillery for clothing and personal equipment only)	M.B. 50 a, b, c, d, or e as applicable	15th April.
Equipment Ledgers, Active Militia—Artillery Equipment	M.B. 58 a, b, c, or d, as applicable	15th April.
Half-Yearly.		
Officers for Examination for Promotion	M.F.—B. 404	To reach Militia Headquarters by 1st March, 15th September.
Requisition for Stationery	M.F.—C. 550	1st January, 1st July
Return of Deficiencies in Mobilization Equipment	MS.	1st May, 1st November.
Quarterly.		
Return of Military Books issued on repayment	M.F.—C. 544	31st March, 30th June, 30th September, 31st December.
Return showing distribution of N.C.Os. Instructional Cadres	M.F.—B. 407	To reach Militia Headquarters 1st January, 1st April, 1st July and 1st October.

Reports and Returns

Description of Return.	No. of Form	When to be sent.
Monthly.		
Return of Transport Issued	M.F.—D. 867	1st of the month. By officers authorized to issue transport requisitions.
Return of Provisional Officers who have failed to qualify in time required (including those who have received extension of time), together with the recommendation in each case	M.F.—B. 890	To reach Militia Headquarters by the 21st of each month.
Return of Telegrams sent..	M.F.—B. 206	End of month with vouchers to District Paymasters.

By O.C. Units of the Permanent Force to Militia Headquarters Through Usual Channel.

Description of Return.	No. of Form.	When to be sent.
Yearly.		
Confidential Reports on Officers, Permanent Force...	M.F.—B. 918 M.F.—B. 318(a)	15th December.
Efficiency Report on Officers on Instructional Cadre...	MS.	31st December.
Return of Permanent Force	M.F.—B. 225	31st March.
Return of Courts Martial..	MS.	31st March.
Return of Certificates granted	MS.	31st March.
Descriptive Roll of Horses.	MS.	1st October.
Requisitions for Forms and Books	M.F.—C. 501 M.F.—C. 502	As required.
Estimate for Fuel.....	M.F.—C. 514	1st February.
Return of Secret Documents and Maps	A.F.—A. 24	1st November.
Half-Yearly.		
Requisition for Stationery.	M.F.—C. 550	1st January, 1st July.
Return of Army Reservists on strength of Units (in duplicate)	MS.	15th January, 15th July.
Quarterly.		
Return of Military Books issued on repayment....	M.F.—C. 544	31st March, 30th June, 30th September, 31st December.
Return of Signalers.....	M.F.—B. 837	31st March, 30th June, 30th September, 31st December.
Monthly.		
Return of Transport issued	M.F.—D. 867	1st of the month. By officers authorized to issue Transport Requisitions.

Reports and Returns

Description of Return.	No. of Form.	When to be sent.
Certificate of settlement of accounts, &c.	M.F.—D. 818	End of month. To O.C. District only.
Certificate of settlement of Officers' mess accounts...	MS.	End of month. To O.C. District only.
Return of Deserters.....	M.F.—B. 238	End of month. Duplicate to District Paymaster.
Return of Men discharged by purchase	M.F.—B. 203	End of month. Duplicate to District Paymaster.
Return of Courts Martial..	M.F.—B. 202	End of month. Duplicate to District Paymaster.
Return of Leave granted to Officers	M.F.—B. 212	End of month. Duplicate to District Paymaster.
Return of Recruits enlisted	M.F.—B. 208	End of month. Duplicate to District Paymaster.
Return of Barrack Accommodation and Lodging Money	M.F.—C. 639 (In duplicate)	6th of each month.
Return of sick and lame horses	M.F.—B. 247	6th of each month. To O.A.C.A.V.S. for transmission to Militia Headquarters.
Clothing Returns	M.F.—C. 512 M.F.—C. 526 M.F.—C. 614	To Paymaster not later than 7th day of ensuing month.
Return of telegrams sent...	M.F.—B. 206	End of month to District Paymaster.
Copies Part II.—Regimental Orders	M.F.—D. 878	Weekly and at end of month to District Paymasters and to Officers i/o Records.
Monthly Fuel Return.....	M.F.—C. 510	15th of the month following to A.D. of S. & T. or Senior A.S.C. Officer.
Monthly Light Return....	M.F.—C. 564	15th of the month following to A.D. of S. & T. or Senior A.S.C. Officer.
Provision and Supply Ledger (with vouchers)....	M.F.—C. 504	15th of the month following to A.D. of S. & T. or Senior A.S.C. Officer.
Semi-Monthly.		
Semi-monthly Parade State	M.F.—B. 242	15th and end of each month
Special		
Report on newly appointed officers	MS.	On completion of each year of service for first three years after appointment.

Special Returns by O.C. R.C.A., Coast Defence Stations, and Officers in Charge of Armament Offices to Militia Headquarters Through Usual Channel.

Description of Return.	No. of Form.	When to be sent.
Yearly.		
Record of Fixed Armament Guns	G. 951	1st April.
Return of Field and Garrison Mounted Ordnance (Coast Defence Stations only)	A.F.—G. 844	1st April.
Return of Dismounted Ordnance (Coast Defence Stations only)	A.F.—G. 844	1st April.
Rounds fired from guns on Garrison Mountings (Coast Defence Stations only)	MS.	31st December.
Rounds fired from Ordnance	A.F.—G. 872	31st December.
Quarterly.		
Detail of Changes in Armament (Coast Defence Stations only)	A.F.—G. 819	1st January, 1st April, 1st July, 1st October.
Special.		
Report on the examination of candidates for appointment to the instructional cadres	M.F.—B. 406	Whenever examined.
Record of Armament Guns (Coast Defence Stations only)	A.F.—G. 951	When required.
Ordnance which have fired prescribed number of rounds	A.F.—G. 875 or MS.	When required.

Special Returns by Commanding Royal Canadian Engineers to Militia Headquarters Through Usual Channel.

Description of Return.	No. of Form.	When to be sent.
Appendix XI—page 353, Under "Yearly" delete—		
Annual Report on Electrical Communications (Confidential).	A.F.—G. 1039	31st December.
H.Q. 64-46-8 P.C. 2868 of 11-8-2		
Statement of Property acquired or relinquished	A.F.—K. 1293	15th October.
Statement of Barrack and other properties which have been given up or unoccupied	MS.	31st March.
Register of Lettings	MS.	31st December.
Report on Forts and Outbuildings	MS.	31st December.
Return of Stores for Military Telegraphs and Telephones	MS.	31st October.
Distribution Return of Civil Staff employed on Engineer Services	MS.	31st December.
List of Record Plans	A.F.—C. 829	1st January.
Report and Record of Machinery	MS.	1st June.
Report on Boilers	MS.	1st July.
Statement of Military Properties, giving acreage, value, number and nature of buildings and approximate value thereof	C. 655	1st July.
Monthly.		
Progress Expenditure Reports, Engineer Service	A.F.—D. 862	15th August.
List of R.C.E. Officers showing stations and employment (if any changes)	MS.	End of each month.
		End of each month (by O.A. R.O.E.).

Special Returns by Senior Ordnance Officers to Militia Headquarters Through Usual Channel.

Description of Return.	No. of Form.	When to be sent.
Yearly.		
Annual Cash Estimate C.O.C.	M.F.—D. 859	1st August.
Small Arms on charge in each District	M.F.—C. 524	As soon as possible after ledger balance of 31st March. (To P.O.O.)
Small Arm Ammunition on charge in each District..	M.F.—C. 610	As soon as possible after ledger balance of 31st March. (To P.O.O.)
Proposals for Ordnance Buildings and Estimates.	M.F.—C. 545	1st August.
Annual Estimates	M.F.—C. 578(a)	To reach Headquarters (P.O.O.) not later than 15th August.
Confidential Reports, W. Officers, C.O.C.	M.F.—B. 849	1st January. (To P. O.O.)
Alteration in next-of-kin, and certificate that entry has been verified	MS.	1st January and on change of Station. (To P.O.O.)
Recommendations for increases of pay to civil subordinates	MS.	1st August. (To P.O.O.)
Balance Sheet from Ordnance Depots	M.F.—C. 567	As soon as possible after ledger balance of 31st March. (To P.O.O.)
Half-Yearly.		
Qualification reports, N.O. Os. and Men, C.O.C.	M.F.—B. 216	1st January, 1st July. (To P.O.O.)

APPENDIX XII.

(Referred to in para. 1155).

SYLLABUS OF THE COURSE OF TRAINING IN TRANSPORT DUTIES FOR INFANTRY SOLDIERS.

Nature of Instruction.	Hours				Number of lessons.	Number of days.	Remarks
	Morning	Midday	Afternoon and Evening				
Stable management	hrs. 1½	1	1½				
Riding	1				
Riding	1½		10		
Harness instruction	1		12		
Picketing horses	1		2		
						12	1st fortnight
Stable management	1½	1	1½				
Riding	1		6		
Riding	1		6		
Dismounting, mounting, and loading wagons	1		6		
Pack saddle instruction	1		6		
Wagon drill	1½		6		
Harness instruction	1½		4		
						12	2nd fortnight
Stable management	1½	1	1½				
Wagon drill	1½		6		
Harness instruction	1½		1		
Marching order instruction	1½		6		
Long-rein driving	1½		6		
Long-rein driving	1½		4		
						12	3rd fortnight

On completion of this course the men will be tested by an officer of the branch of the service to which they have been attached, and he will forward to their C.O. a return showing their qualifications.

APPENDIX XIII.

CARETAKERS' SYLLABUS.

CAVALRY.

Course of Instruction.

First week.—General care of saddlery and harness.

Cleaning whilst in daily use—

1. Leather. 2. Steel and brass. 3. Saddle blankets. 4. Numnahs.

Preliminary instruction in mechanism and action of small arms and machine guns.

Second week.—Preservation of saddlery, harness, numnahs, saddle blankets, steel work, etc., whilst in storage, and not in use.

Preliminary instruction in action and mechanism of small arms and machine guns.

Third week.—General care of arms, rifles, bayonets, machine guns (Maxim and Colt, etc.)

Cleaning rifles, general cleaning of frictional parts, etc.

Daily cleaning and cleaning before and after firing.

General care of arms, rifles, bayonets, etc., while in daily use.

Instruction in mechanism and action of small arms and machine guns.

Fourth week.—General care of arms (rifles, bayonets, and Maxim or Colt guns) whilst in storage; including manner of storing etc., and care of spare parts.

Instruction in mechanism and action of machine guns and small arms.

Fifth week.—General care and preservation of clothing, accoutrements, and equipment whilst in use and storage.

Instruction in mechanism of small arms and machine guns.

Sixth week.—General care of transport wagons, cleaning of wagon boxes, running gear, boxings, axles, etc., also of mountings of machine guns, limbers, tripods, etc., etc.

Instruction in mechanism and action of small arms and machine guns.

Seventh week.—Practical and theoretical examinations in subjects of instruction throughout course.

ARTILLERY (Field).

Care and Preservation of Harness and Saddlery.

(a) Method of cleaning harness and saddlery, and in what condition the leather should be when hung up after cleaning.

(b) How to take apart and put together sets of harness and saddlery, and be able to identify all parts of same.

(c) How harness should be hung up in harness room, and how disposed of in camp.

(d) To know how each part of harness and saddlery should be fitted.

(e) How to tell whether leather is oak or chemical tanned.

Care of Ordnance, Gun Stores, Equipment, etc.

(a) To have a general knowledge of the Ordnance with which the battery is armed.

(b) How to take apart and re-assemble the breech fittings, and be able to identify each part.

(c) To be able to take proper care of clothing and what steps should be taken to prevent destruction of same by moths.

(d) How to make out requisitions to return unserviceable articles into Ordnance Stores, also for demand of stores, etc., from that department.

(e) How to check off receipt and issue vouchers, and what steps should be taken after this is done.

(f) How to treat friction tubes after firing and how they are disposed of.

(g) How to treat the bore and breech fittings after firing.

(h) Knowledge of the effect of cordite on the metal of the bore.

ARTILLERY (Garrison).

First week.—Practical instruction in dismantling and replacing the breech mechanisms of the 6-pr. Hotchkiss and 12-pr. 12 cwt Q.F. guns in the mornings. Lectures on care and preservation of war materiel, as laid down in Regulations for 1902 in the afternoons.

Second week.—Similar instruction on 4.7 Q.F. and 6" Mark VII. B.L. guns in the mornings. Lectures on care and preservation of mountings in the afternoons.

Third week.—Similar instruction in 6" B.L. Howitzer, rifle and carbine in mornings. Lectures on care and preservation of same in afternoons.

Fourth week.—In Quartermaster's stores, learning care of clothing and accoutrements. Afternoon lectures on preservation and care of clothing and accoutrements.

Fifth week.—Recapitulation.

Sixth week.—Examination in above and one paper on care and preservation of artillery materiel, including mountings.

Also one paper on care of rifles, carbines, clothing, accoutrements.

ENGINEER.

(a) "Field Engineer's Drill, 1899"—

"Equipment of men, horses and carriages, chapter III, sections 26, 27, 28, 29, 30. Appendices I, II, III.

(b) Care of Arms.—Musketry Regulations 1903, sections 190 to 249 inclusive, Plates 12 and 13.

(c) They should also be required to have a knowledge of the different articles of equipment of the unit for which they are to be appointed caretaker, laid down in the Regulations for the Engineers of the Regular Army, Part II., Sec. X.

CANADIAN ARMY SERVICE CORPS.

Same as for Cavalry.

INFANTRY.

- (a) Care of arms, as laid down for Lee-Enfield and Ross rifles.
- (b) Parts of the gun. General instructions. Instructions for Armourers, stripping and assembling the gun. } Handbook for .303 Maxim Gun.
- (c) Storage and preservation of clothing and equipment in accordance with regulations.

P. A. M. C.

Caretaker.—Field Hospital and Bearer Companies.

- (a) Contents of, refilling and packing

Paniers No. 1.
 " 2.
 Field companions.
 Haversack surgical.
 Fracture box.
 Emergency case.
 Antiseptic case.
 Disinfection case, and
 Care of surgical instruments and appliances.

- (b) Drills.

Stretcher.
 Wagon.
 Hand seat.
 Cacoet.
 Improvised stretcher.
 Pack transport.
 Field kitchen.
 Bandaging.
 First aid.

to be able to impart instruction in the drills.

- (c) Harness.

The method of preserving leather. Appendix No. 1X.
 Equipment Regulations, Part I., 1908.
 Clothing, arms and accoutrements.
 Public clothing new.
 " " part worn.
 Removing stains.
 Treatment of clothing infested with vermin.
 Surplus clothing.

APPENDIX XIV.

RESERVE MILITIA.

ORGANIZATION.

(G.O. 78 of 1915 as amended by G.O. 131 of 1915 and by G.C. 14 of 1916.)

The organization of the Reserve Militia is authorized, subject to the following Regulations prescribed by the Governor in Council under Section 16 of the Militia Act:

Regulations for the Reserve Militia.

1. The Reserve Militia will consist of such units as are constituted from time to time named by the Governor in Council.
2. District Officers Commanding will be responsible for the Reserve Militia as they are for other troops located in their districts. Responsibility district commanders.
3. Units of the Reserve Militia may be associated with corresponding units of the Active Militia. Association with Active Militia.
4. The minimum age limit for the Reserve Militia and the qualifications are the same as for the Active Militia. Personnel: age limit.
5. All ranks must be physically fit; if not for service in the field, for garrison duty or for administrative work. Physical standard.
6. Anyone may be given a provisional commission in the Reserve Militia, but before his appointment is confirmed, he must qualify. Officers' qualifications.
7. Officers of the Reserve Militia will, as such, be junior to officers of the Active Militia of the same rank as themselves. Precedence.
8. Officers of the Reserve Militia will not exercise command over officers and men other than those of the Reserve Militia. Their powers.
9. Drill and training will be voluntary, and will entail no expense on the public. Drill and training.
10. In time of emergency the Reserve Militia, or any part thereof, is liable to be called out on active service anywhere in Canada. Liability to serve.
11. The Government will not undertake to provide the Reserve Militia, except when called out on active service, with horses or with vehicles, harness, saddlery, arms, equipment, ammunition, accoutrements, clothing, or other articles of equipment, personal or regimental. Horses, transport and equipment.
12. Officers and men will not be entitled to transportation, pay and subsistence, pay, or allowances, except while on active service, when they will be rated, rank for rank, as though they belonged to the Active Militia. Pay and allowances.
13. Except while on active service:
 - (a) An officer of the Reserve Militia may resign his commission at any time; and Retirement and discharge.
 - (b) A man may claim his discharge after 30 days' notice, in writing, to his commanding officer.

- Disbandment. 14. The Governor in Council may, at any time, disband any unit, or portion of a unit, if he considers it advisable to do so.
15. The following oath shall be subscribed and taken by every officer and man of the Reserve Militia.
- Oath to be taken. "I, A.B., do swear by Almighty God that I will be faithful and bear true allegiance to His Majesty King George the Fifth His Heirs and Successors according to law, and I do further swear that I will well and truly serve His Majesty in the Reserve Militia of Canada under the terms and conditions laid down in the law and the regulations duly made from time to time in that behalf. So help me God."
16. Said oath may be subscribed and taken before a Justice of the Peace, or before any Officer of the Canadian Militia who holds rank not lower than that of field officer.

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